



## BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387  
Hlabisa  
3937

Lot 808, off Masson Street  
Hlabisa  
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhluwe

E-mail: mm@big5hlabisa.gov.za

### **POSITION: MANAGER OPERATIONS AND MAINTANANCE – INTERNAL AND EXTERNAL ADVERTISEMENT. PERMANENT POSITION.**

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

**Salary: Task grade 15 of category 1 Municipality re-advertisement**

#### **Minimum Requirements:**

- Matric;
- Diploma, B-tech in Civil / Building Management (Quantity Surveying or Construction Management) or equivalent;
- Certificate: Computer Literacy;
- Ability to keep track of and report on activity;
- Excellent communication and interpersonal skills;
- Outstanding organizational and leadership abilities;
- Working knowledge of facilities machines and equipment;
- Valid Driver's Licence.
- 5 years' experience in the relevant field preferably Local Government

**Key Performance Areas Include but not limited to:**

- Overseeing contractors and service providers for services to be rendered including patching of potholes, road markings, building maintenance. Supervising multi-disciplinary teams of staff in both offices.
- Ensure that all municipal assets are maintained and ensure that Maintenance Plan is adhered to
- Prepare specification for work to be done or RFQ where necessary. Identify/ Prepare specification for the materials.
- Guaranteeing that facilities meet government regulations and environmental, health and safety standards.
- Overseeing building projects, renovations or refurbishments.
- Writing reports and making written recommendations to Director Technical Services and other committees.
- Evaluating progress reports and conducting on-site inspection to establish the status of facilities and communication infrastructure development requires to Technical Services.
- Establishing priorities and approving administrative changes to affected with respect to the information processing, transactional data management and recording.
- Monitoring the execution of specific maintenance and general administrative programs in accordance with budget allocations with respect to building upgrade, asset and inventory replacement and verification, etc.
- Assessing third party performance (contractors, engineers, etc.) with respect to agreed terms and conditions, addresses deviations in services standards and monitoring the implementation of corrective measures.
- Drawing up strategic business plans for Maintenance Unit to ensure that business planning of unit is aligned to Councils and Directorates strategic objectives/ priorities.

**NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants.**

Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID, consent form and application form obtainable on our Municipal website ([www.big5hlabisa.gov.za](http://www.big5hlabisa.gov.za)) and be sent to: The Municipal Manager; Big 5 Hlabisa Local Municipality; PO Box 387: Hlabisa 3937; or Hand delivery

to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluluwe 3960 on or before the closing date which is strictly not later than **16:00 of the 11 June 2024**.

**Enquiries: Human Resource Manager Mr. BN Ngwane Tel: 035-838 8500**

**NB: FAXED, EMAILED AND APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE CONSIDERED.**

APPROVED BY:

  
\_\_\_\_\_  
**DR V.J MTHEMBU**  
**MUNICIPAL MANAGER**

17/05/2024  
**DATE**