

FACILITIES COORDINATOR

1-2 YEAR CONTRACT

TITLE: Facilities Coordinator	REPORTS TO: CEO
FUNCTION: Facilities	COMPANY: Delta
LOCATION: Bryanston	DIRECT REPORTS: None

Role Purpose	
To ensure efficient and effective delivery of projects relating to facilities management. Ensures that all planned maintenance and projects are carried out in line with the specification and stipulated timelines.	
Role Requirement	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none">• On behalf of the CEO – Provides oversight on Facility Managers.• Conducts physical inspections of all buildings to check completion of projects and to highlight potential maintenance work.• Always perform sanity checks with the CEO on requested maintenance or CAPEX scope of work to ensure validity.• Log maintenance and projects scopes for all DELTA buildings, monitors and evaluates progress on these and highlight potential challenges to the CEO.• Ensure the service delivery of maintenance and services are compliant with legislation and current good practice relating to the facilities management.

External Stakeholders	Internal Stakeholders
<ul style="list-style-type: none">• Tenants• Service providers• Contractors• Municipalities• Various Regulatory bodies	<ul style="list-style-type: none">• Facilities managers• Executives

Competencies and Person Specification (Knowledge, skills and attributes)	
Interpersonal Skills / Key Attributes	Technical / Professional Expertise
<ul style="list-style-type: none"> • Driven, energetic and goal focused • Wiling to work long hours • Must be able to travel to all 9 provinces regularly and at short notice • Must be able to work under pressure • Results and solutions driven • Values alignment and strong team focus • Client centricity – with regular client engagements, feedback and using satisfaction indices to enhance our performance and client experience • Excellent problem-solving skills 	<ul style="list-style-type: none"> • Commercially astute • Strong project management skills • Strong knowledge of real estate operations • Excellent coordinator • Excellent team leader with ability to drive and achieve team results. • Knowledge and understanding of maintenance and building project prices to ensure suppliers charge correct rate
Qualifications	
<ul style="list-style-type: none"> • Minimum bachelor’s degree in Facilities management, property finance, engineering or project management from an accredited college or university. 	
Experience	
<ul style="list-style-type: none"> • 3-5 years proven track record in Infrastructure or facilities management, real estate operations and technical Management. • Experience in working with outsourced companies and managing multiple contracts and projects • General building and civil engineering knowledge • Above average knowledge of air conditioning, refrigeration, fire prevention control and access systems • Excellent knowledge of generator function and maintenance and UPS & Battery Systems • Vertical Transport –Hoists, Lifts, Dock levellers, Hoists • BMS and Electronic Control Systems 	