



The Position (3 positions): Facilities Manager

REGIONS: Mbombela, Durban, Pretoria

POSITIONS REPORTS TO: CEO

START DATE: ASAP

Aim of the position:

To provide technical and financial management and expertise on their assigned portfolios, either directly or through the selection and management of internal resources and external service providers

Core Job Description and Responsibilities:

- Plans, co-ordinates and controls all technical and facilities management activities on in their respective portfolio
- Keeps abreast of new equipment, technology, materials, and work methods together with techniques
- Ensures the delivery of high value-added recommendations to the client
- Compiles monthly management reports – technical and financial
- Administration and management of designated portfolio professionally and effectively, and in accordance with Delta's specific policies and procedures
- Responsible for compiling the financial expense budgets for repairs & maintenance soft- and technical FM services for the respective portfolios
- Professional, efficient, and accurate formulation of the expense budgets, management and control of the expense budgets and expenditure in accordance with Delta's policies and procedures
- Effective management and control of energy and general utilities in the respective portfolios
- Effective management & control of risks in respect of machinery, plant, equipment, fire services and electrical reticulation
- Management and control of risks as defined in the Occupational Health & Safety Act, creates safety awareness, and arranges training for staff in Health and Safety
- Maintenance of building assets in accordance with each building asset's official investment strategy, and maintain buildings efficiently and financially optimal in all respects
- Assists with financial forecasting duties and generates and updates schedules for building expenditures.
- Ensures compliance with legal regulations. Completes regular OSH inspections and updates monthly reports as appropriate. Ensures that OSHA requirements are effectively implemented.
- Ensures that facilities operations are cost effective, efficient, and within established budget constraints.
- Ensures that all maintenance agreements are current.

Preferred Skills and Abilities:

- Matric plus a recognised Facilities Management qualification.
- Mechanical or Electrical Engineering degree would be advantageous
- Candidate must have a minimum of 5 years' facilities management experience in a managerial role, for a commercial portfolio
- Must have exceptional communication skills
- Computer literate – MS Office and CMMS/project management software and MDA
- Good problem-solving skills
- Project management experience
- Good people management and teamwork expertise
- Ability to work without supervision
- Required to travel across provinces

REMUNERATION:

Market Related

In application, please send a detailed CV to recruitment@deltafund.co.za by no later than 16:00pm Monday, **21 October 2024**.

Please note that communication will only be entered into with shortlisted candidates.