



NOTES

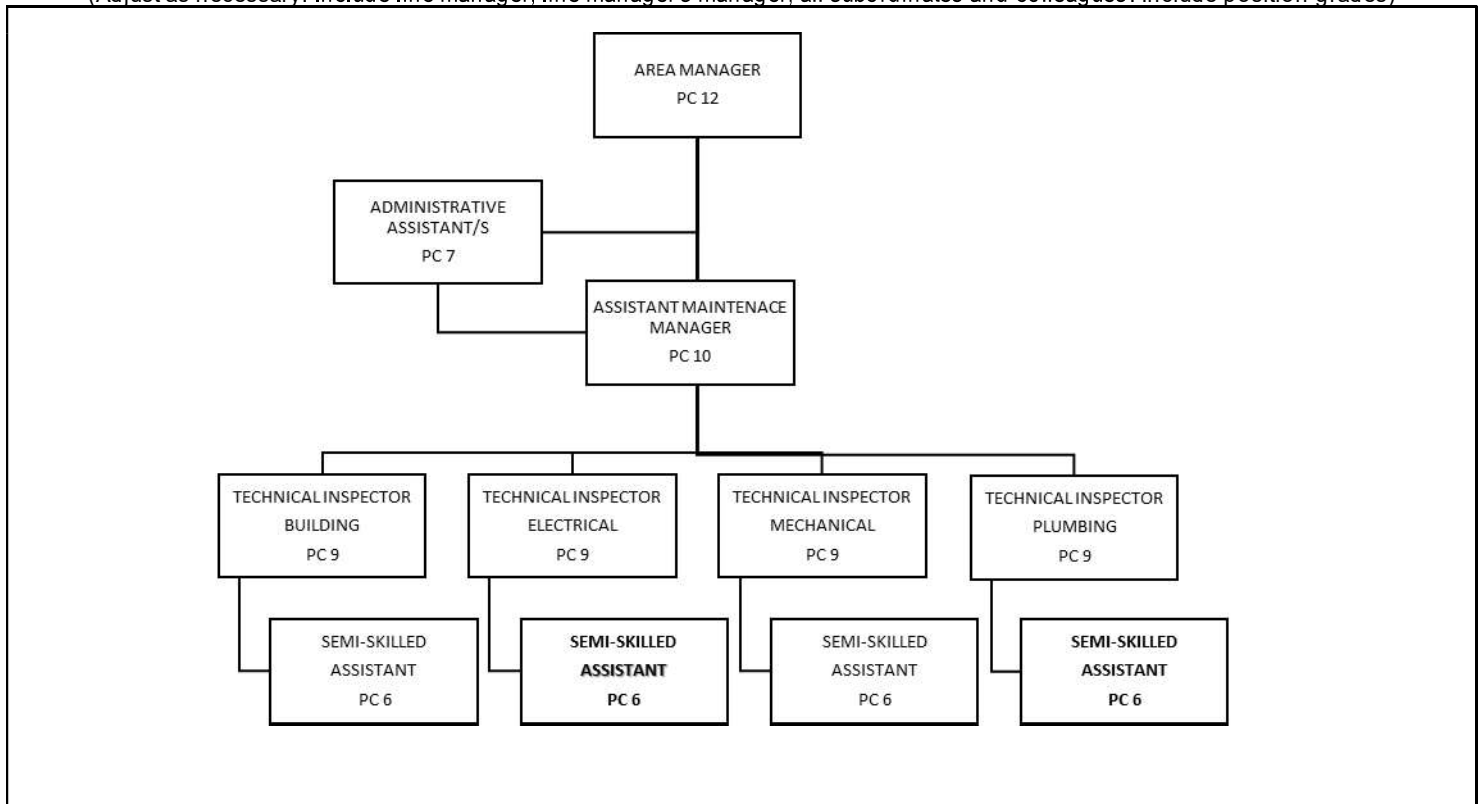
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Semi-Skilled Assistant (Mechanical and Electrical)		
Job title (HR Practitioner to provide)	Junior Operations Assistant		
Position grade (if known)	06	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Properties and Services		
Division / section	Maintenance Department (Lower Campus)		
Date of compilation	12 September 2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to ensure the smooth running of the Maintenance office and to provide administrative and technical support to the Technical Inspector with various discipline with accountability to the Area Maintenance Manager, the purpose of the job is to assist the Technical Inspector to fulfill his/her function by performing specific or general duties of an unskilled or semi-skilled nature. In addition, the individual will also be required to perform minor repairs/ fixes as assigned by the Technical Inspector as well as assist out-tasked contractors with access and logistics where direct supervision is not required.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Maintenance Repairs and Fixes	60%	- Organise materials/tools so as to assist Technical Inspector or out-tasked contractors with completion of routine or emergency notifications. - Carry out repairs or fixes to specific building services i.e. replacing of fluorescent tubes, lamps, ballasts, lamp holders, etc. or replacing of toilet seats, repairing of flushing mechanisms, shutting off/re-opening of stop cocks, pressure relief valves, unblocking of gutters and downpipes, leaking washers, replacing door handles and locks, filter cleaning, etc. when instructed by Technical Inspectors according to established policies. - Perform all work pertaining to central and standalone air conditioning plant, refrigeration and ventilation plant, heat pumps and steam plant and compressors, lifts and hoists.	Daily reactive maintenance faults are cleared and repairs accomplished.

2	Maintenance and Administrative Support	20%	- Assist Technical Inspectors with inspections and conditions audits. - Assist out-tasked contractors with erection of scaffolding/access, cordoning off and daily monitoring of cordon. - Monitor access of out-tasked contractors to sub-stations, plant rooms, etc. - Conduct plant inspections. - Act as liaison between contractors, Technical Inspectors/ Leaders and UCT community. - Assist with delivery and receipt of on-site spares and materials and organizing thereof. - Provide updates and feedback to the Technical Inspector regarding job/work task updates. - Request client feedback on behalf of the Technical Inspector for debriefing purposes. - Responsible for general administration and provision of essential administrative support to ensure a swift flow of work and ensure that the office functions efficiently. - Maintain an efficient filing system, archiving documents as and when required. - Perform any other duties, which may arise.	- Preventative maintenance and Strategic Asset Management Plans are realized. - Administrative records and drawings are updated. - A safe working environment for UCT staff and students is ensured. - Compliance with Occupational Health and Safety Act - Technical Inspector is kept informed of repairs/fixes/works within the specific discipline.
3	Maintenance of Workshops/Depots	10%	- Clean work areas and surfaces of workshops, depots and plant rooms. - Clean and maintain all vehicles, equipment and tools in good working order. - Dispose of all types of waste specific to the discipline i.e. fluorescent lamps or ballasts, etc. - Store fixtures/appliances for future re-use and maintain inventory.	- Workshops, depots, equipment and tools are cleaned and maintained. - Compliance with Occupational Health and Safety Act

4	Liaison, safety awareness and monitoring	10%	• Act as liaison between Technical Inspector and engineering services or project appointed contractors. • Inspect work carried out by engineering services or project appointed contractors. • Act as liaison regarding the health and safety policies and arrangements at UCT. • Ensure compliance with The Occupational Health and Safety Act No 85 of 1993. • Ensure that all Health and Safety requirements are met.	• Compliance with Occupational Health and Safety Act is met. • Technical Inspector is kept informed of works within the specific discipline.
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MINIMUM REQUIREMENTS

Minimum qualifications	Matric or an equivalent qualification (NQF level 4)			
Minimum experience (type and years)	At least 2 years' relevant experience.			
Skills	• A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written). • A strong sense of customer service. • Alertness and the ability to think quickly in an emergency. • Be medically fit, experiencing no difficulty with walking, hearing, eyesight, climbing steps or entering confined spaces with no fear of heights. • Computer literacy with basic proficiency in MS Excel and Outlook. • The ability to multi-task, work in a team or on an individual basis with minimum supervision. • The flexibility to work according to the Maintenance Departments operational hours and be available after hours in instances of emergency. • The ability to cope in a highly stressful environment.			
Knowledge	• MS Office Suite (Outlook, Word, Excel, PowerPoint) • General administrative expertise. • Knowledge and experience of the Higher Education environment. • Knowledge of The Occupational Health and Safety Act No 85 of 1993.			
Professional registration or license requirements	• A valid code EB Driver's License.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	• Honesty and integrity. • Professionalism • Team player			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem Solving	1	Building interpersonal relationships	1
	Client service and support	1	Communication	1
	Planning and organizing/Work management	2	Teamwork/Collaboration	1
	University Awareness	1	Adaptability/Flexibility	2
	Stress tolerance	1	Safety Awareness	2
	Honesty	2	Integrity	2

SCOPE OF RESPONSIBILITY

Functions responsible for	• Administration, maintenance work such as all functions pertaining to central and standalone air conditioning plant, refrigeration and ventilation plant, heat pumps and steam plant and compressors, lifts and hoists. • Liaise with all out-tasked contractors in the specified discipline and provide feedback to the Technical Inspector. • Conduct plant inspections. • Request client feedback on behalf of the Technical Inspector for debriefing purposes. • Perform any other duties, which may arise.
Amount and kind of supervision received	Minimal in respect of work delegated or assistance needed, expected to use own initiative to get tasks requested done or know when to revert with a query. Due to the nature of the work they are not always office bound therefore need to work autonomously.
Amount and kind of supervision exercised	Limited to doing tasks as requested from time to time by the Area Maintenance Manager/Assistant Manager/Technical Inspector/s and or other management staff in the Properties and Services Department.
Decisions which can be made	Decisions pertaining to job and how to carry out tasks.
Decisions which must be referred	Decisions that require further input and or authority regarding maintenance and related tasks.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff within the Properties and Services Department, including the Maintenance Department and the broader UCT community.	
External to UCT	Vendors, Suppliers, Contractors and other external stakeholders.	