	<b>JOB DESCRIPTION</b>		Page 1 of 3
	Effective Date: Revision :	NQF AND PATTERSON CLASSIFICATION:	
	<b>Title: Maintenance Manager</b>		

**DEPARTMENT:**

**OSS: CAPE, OVERSTRAND**

**Responsible To/Supervision:**

**OPERATIONS MANAGER: OVERSTRAND**

**Responsible For/Supervision Exercised:**

**MAINTENANCE ENGINEER, PLANT TECHNICIANS,  
MILLWRIGHTS, & PLANNER**

**Status:**

**PERMANENT**

**Job Summary:**

**To plan and manage the work to ensure that the Overstrand plants are maintained to Company and Statutory standards. These duties will be carried out to meet operational and asset management needs.**


**SPECIFIC OUTCOMES:**

**1. Responsibilities**

- a) Ensure that all maintenance work is performed to the required quality standards.
- b) Ensure the safe and efficient performance of control, instrumentation, electrical and mechanical maintenance duties in accordance with prescribed maintenance procedures.
- c) Subordinate control and supervision.
- d) Responsible person in terms of the occupational health and safety act regarding the maintenance and repairs operation.
- e) Maintain safe working procedures
- f) Ensure proper documentation of maintenance work.

**2. Authority**

- a) To implement planned/preventative maintenance according to the maintenance schedules and prescribed procedures.
- b) To implement an acceptable PM system on all plants.
- c) To implement emergency repairs and maintenance
- d) Direct the activities of all maintenance staff


	<b>JOB DESCRIPTION</b>		Page 2 of 3
	Effective Date:: Revision :	NQF AND PATTERSON CLASSIFICATION:	
	<b>Title: Maintenance Manager</b>		

### 3. Duties

- a. Responsible for preventative maintenance tasks, replacement installation tasks, refurbishment tasks, repairs and maintenance budgets.
- b. Prepare an annual maintenance plan and budget for the maintenance of the Overstrand plants to ensure that cost, engineering targets and regulatory and company standards are achieved.
- c. Maintain effective teamwork, morale and discipline within the maintenance team, set objectives, monitor performance and supply regular feedback.
- d. Coordinate and do preventative/planned maintenance tasks, emergency and breakdown repairs and maintenance, replacement and refurbishment installation tasks.
- e. Ensure the correct usage of all electrical equipment/assets in the workshop and maintenance environments.
- f. Manage all contractors required to work on the network for this area of responsibility.
- g. Direct routine and special maintenance interventions on all plant, machinery and ancillary equipment at the treatment plants.
- h. Assist with the commissioning of new or modified plants.
- i. Assist with the shutdown and start up procedures for all plants.
- j. Ensure that all work performed by yourself and subordinates is done in a safe manner and in accordance with the company's safe working procedures and the Occupational Health and Safety Act. GMR 2.1 Appointee
- k. Ensure all plant maintenance and lock out requirements are reported to the Plant Superintendent or Senior Operators on the plant.
- l. Preparation of machinery for inspection.
- m. Implementation of corrosion prevention.
- n. Maintain all records regarding the performance of maintenance duties.
- o. Training of new and other staff as required
- p. Be available for 24 hour rotational stand-by duties.
- q. Manage defects period during project phase in collaboration with project managers.
- r. Manage/Assist new plant installations as required and/or as resources allow.
- s. Supervise subordinate staff.
- t. Perform any other duties required by your designated departmental Manager.

### CRITICAL CROSS FIELD OUTCOMES:

- a) Perform all duties to the latest ISO 9001 Requirements.
- b) Function as part of a Team.
- c) Ensure total confidentiality of all information, internal and external, pertaining to the business of the company, all its Employees and Management.

	<b>JOB DESCRIPTION</b>		Page 3 of 3
	Effective Date:: Revision :	NQF AND PATTERSON CLASSIFICATION:	
	<b>Title: Maintenance Manager</b>		

- d) Actively promote a positive working environment and a sense of belonging among all staff within the company.
- e) Participate fully in all training interventions made available and promote a culture of training and development within the company.
- f) Become familiar with, comply with and promote all company policies, procedures and administrative processes.
- g) Utilise your work time gainfully and productively to meet the company's objectives.
- h) Promote a positive and professional company image at all times

**REQUIRED COMPETENCE AND/OR QUALIFICATIONS:**

- a) B.Eng or B.Tech (Electrical/Mechanical) in engineering at a recognised institution or assessed equivalent competence.
- b) At least 10-15 years proven experience of maintenance of mechanical and electrical equipment preferably in the municipal water sector.
- c) Can make sound judgements and decisions when dealing with complex issues in pressurised situations
- d) Good knowledge of SCADA, PLC's, compressors, telemetry pumps, motors, vessels, filters, valves, drives etc.
- e) Preferably experience with computerised maintenance management systems such as CMMS, PlantMan, Pragma, INFOR EAM.
- f) Availability to participate in a Duty Functional standby roster
- g) Valid code 08 drivers licence.

**RANGE STATEMENTS:**

You will be required to perform your duties from the **Hermanus** office of Veolia Services Southern Africa (Pty) Ltd.

Starting date: ASAP

Applications, in the form of a detailed CV and a covering letter, should be submitted to the HR department – ruth.weideman@veolia.com 25 August 2023.

CONFIRMATION THAT THE INCUMBENT HAS READ AND UNDERSTANDS THE JOB DESCRIPTION AND AGREES TO PERFORM THE DUTIES CONTAINED HEREIN		
INCUMBENT:	SIGNATURE:	DATE:
APPROVED BY: <b>COENIE LOUBSER</b> Operations Manager: Overstrand	SIGNATURE:	DATE:

--	--	--	--