



MAINTENANCE SUPERINTENDENT

The Maintenance Superintendent plays a critical role in ensuring efficient operation and upkeep of the Club's facilities and equipment in various areas including electrical, mechanical, plumbing, carpentry, masonry, welding among other areas. The role requires a combination of technical expertise, leadership skills and hands-on experience in maintenance work.

Reporting to the Chief Operations Officer, the Maintenance Superintendent is responsible for overseeing a team of maintenance technicians, coordinating maintenance activities and ensuring that facilities are well-maintained to support the Club's operations.

RESPONSIBILITIES

Supervision and Leadership:

- Supervise and provide leadership to a team of maintenance technicians, including training, scheduling, and performance management.
- Delegate tasks and responsibilities effectively, ensuring that work assignments are completed on time and to the required standards.
- Motivate and inspire maintenance staff to achieve excellence in their work and foster a positive team environment.
- Establish Maintenance Policies and Procedures

Maintenance Planning and Coordination:

- Develop and implement maintenance schedules, preventive maintenance programs, and work plans to ensure timely completion of maintenance tasks.
- Coordinate maintenance activities with other departments to minimize disruptions to operations and maximize efficiency.
- Prioritize maintenance tasks based on urgency, importance, and available resources.
- Plan and oversee all repair and installation activities, maintain the maintenance logs and daily activity reports

Equipment Maintenance:

- Oversee the maintenance and repair of machinery, equipment, and systems, including plumbing, electrical, and mechanical systems.
- Conduct regular inspections of equipment to identify maintenance needs, troubleshoot problems and schedule repairs as necessary.
- Ensure that all maintenance activities comply with safety regulations and manufacturer's specifications.



Facility Maintenance:

- Inspect facilities regularly to identify maintenance needs, such as repairs, painting, cleaning, and landscaping.
- Coordinate with contractors and vendors for specialized maintenance services, repairs, and installations.
- Monitor building systems to ensure optimal performance and energy efficiency.

Inventory Management:

- Maintain inventory of maintenance supplies, tools, and equipment and liaise with Procurement to reorder items as needed to support maintenance activities.
- Keep accurate records of inventory transactions including usage and stock levels.
- Identify opportunities to streamline inventory management processes and reduce costs.

Regulations Compliance and Safety:

- Ensure compliance with all relevant regulations, codes and standards related to maintenance, safety and environmental protection
- Conduct regular safety inspections and audits to identify hazards and implement corrective actions.
- Provide training and guidance to maintenance team and other staff on safe work practices and procedures.

QUALIFICATIONS

- Bachelor's Degree, Higher Diploma or Diploma in Engineering, Maintenance, Facilities Management or a related field.
- Proven work experience of 6 - 8 years in a similar role, with at least 3 - 5 years in a supervisory or leadership role.
- Strong technical knowledge and proficiency in mechanical and electrical systems

SKILLS AND COMPETENCIES

- Excellent leadership, communication and interpersonal skills with the ability to effectively manage a team.
- Demonstrated problem-solving ability and attention to detail.
- Proficiency in Microsoft Office suite.
- Ability to work independently and collaboratively in a fast-paced environment.
- Membership with a relevant professional body will be an added advantage
- Valid driver's license and ability to operate required maintenance equipment.

Applications to be sent via email to jobs@vetlabsc.com by Wednesday, May 8th, 2024.