STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ASISSTANT SUPERINTENDENT: BUILDING MAINTENANCE
FACILITIES MANAGEMENT
CORPORATE SERVICES
REF: CS/PMBM/SM/03

We are seeking a skilled and dependable Assistant Superintendent – Building Maintenance to support the daily operations, upkeep, and functionality of building facilities. The successful candidate will assist in supervising maintenance staff, ensuring repairs and preventive maintenance tasks are completed efficiently, and help maintain the safety, appearance, and operational integrity of all buildings and related infrastructure.

Minimum Requirements: Grade 12 • Trade certificate (Building environment/ civil), technical diploma, or qualification in building maintenance or related field • Valid driver's license • Minimum of 3–5 years of experience in building or facility maintenance of which 2 years must be in a supervisory capacity • Computer literacy with the ability to use maintenance software and Microsoft Office.

Other Requirements: Familiarity with Occupational Health and Safety standards and building regulations • Experience working in a large or multi-building facility (e.g., hospitals, universities, or public housing) • Excellent problem-solving and organizational skills • Ability to read and interpret building plans, technical manuals and blueprints • Good communication and leadership skills • Ability to work outside of normal business hours when required (emergencies or scheduled projects)

Responsibilities/Duties: Assist the Superintendent in planning, coordinating, and supervising maintenance activities across buildings and facilities • Conduct routine inspections of buildings, equipment, and systems to identify issues or potential hazards • Assign and monitor maintenance tasks including electrical, plumbing, HVAC, painting, carpentry, and general repairs • Support the implementation of preventive maintenance schedules and keep accurate records • Respond to maintenance requests and emergency issues in a timely and efficient manner • Monitor inventory levels and order supplies or equipment as needed • Ensure compliance with safety regulations, building codes, and company maintenance standards • Supervise junior maintenance staff and contractors; provide training and guidance as required • Assist in preparing reports on maintenance activities, work orders, and repair costs • Maintain documentation related to maintenance procedures, inspections, and service logs • Coordinate with other departments or tenants regarding building-related issues and services.

Job related Enquiries: Mr Alexander Kannemeyer 021 808 8056

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 339 264.37- R 440 386.77 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

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Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: corporatejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.