

## Job Specification

<b>Job Title</b>	<b>Maintenance Worker (Greenhouses)</b>	
<b>Category</b>	Permanent Position	
<b>Division</b>	AgriZone	
<b>Reporting To</b>	Greenhouse Maintenance Technician	
<b>Job Level</b>	Paterson Grade B3	
<b>Job Purpose Statement</b>	To assist the Maintenance Technician in ensuring that all specialised and general facilities are well maintained and operational to effectively service staff and tenants.	
<b>Key Performance Areas</b>	<b>Carry out maintenance related work</b>	<ul style="list-style-type: none"> <li>● Have a good understanding of jobs allocated.</li> <li>● Ensure maintenance work is carried out in the correct manner.</li> <li>● Be vigilant and report problems as they are seen.</li> </ul>
	<b>To assist the greenhouse maintenance technician in the day to day activities around maintenance, adhering to the policies and procedures of DTPC</b>	<ul style="list-style-type: none"> <li>● Replace broken glass in all greenhouses.</li> <li>● Assist in fixing structural problems such as vents, doors, replacing pushrods.</li> <li>● Application of lubricants to different equipment.</li> <li>● Operating specialised equipment like scissor lift, reciprocating saws, impact driver, electric drills, grinders, etc.</li> <li>● Daily checking of equipment and reporting of any defects found.</li> <li>● General greenhouse maintenance.</li> <li>● Perform scheduled maintenance tasks on an on-going basis.</li> <li>● Monitoring of pumps and mechanical equipment for damage and leakage.</li> <li>● Assist in the fixing and replacing of irrigation pipes.</li> <li>● Assist in stock control and related paperwork.</li> <li>● Perform any other duties allocated to him/her, from time to time.</li> <li>● Perform general inspection of electrical lighting and plug circuits.</li> <li>● Assist in new electrical installations and projects.</li> </ul>
	<b>Assist in stock and tool control</b>	<ul style="list-style-type: none"> <li>● Ensure all stock items taken are logged.</li> <li>● Ensure tools are always in good condition and stored to be ready to carry out required duties.</li> </ul>

	<p><b>General maintenance</b></p> <ul style="list-style-type: none"> <li>● Ensure that proper OHS standards are adhered to for maintenance of all AgriZone greenhouses and open areas.</li> <li>● Assist in getting tenant queries resolved in the shortest possible time, as to keep downtimes to a minimum.</li> <li>● Ensure all greenhouse planned/scheduled and corrective maintenance is done correctly.</li> </ul>
<p><b>Qualifications, Knowledge, Skills and Competencies Required</b></p>	<ul style="list-style-type: none"> <li>● N2 Technical qualification/certificate (Electrical or Mechanical Engineering).</li> <li>● 1 year experience in electrical or mechanical environment.</li> <li>● Experience working with built environment infrastructure and facilities, such as Warehouses, Offices, Workshops, Factories and Plants.</li> <li>● Experience in electrical general maintenance and installation. Basic fault finding of lighting and plug circuits.</li> <li>● Must be familiar with Health &amp; Safety regulations, procedures and standards for built environment facilities.</li> <li>● Must be familiar with the electrical &amp; HVAC systems – heating, ventilation, air conditioning and cooling systems.</li> <li>● Experience in reading mechanical, electrical and civil drawings.</li> <li>● Experienced in the use of hand tools.</li> <li>● Computer literate in MS Office.</li> <li>● Honesty and Discipline</li> <li>● Able to communicate well, both verbal and written</li> <li>● High sense of responsibility and co-operation</li> <li>● Good planning and organization skills</li> <li>● Be versatile and able to solve problems</li> <li>● Good housekeeping standards for workshops and all areas of work</li> <li>● Client service orientation</li> </ul>
<p><b>Opening Date</b></p>	<p>25 August 2019</p>
<p><b>Closing Date</b></p>	<p>8 September 2019</p>
<p><b>Employment Equity</b></p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>
<p><b>Recruitment and Selection Process</b></p>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> <li>● Shortlisting of CVs based on minimum requirements of the role;</li> <li>● 1<sup>st</sup> Round Panel Interview;</li> <li>● Psychometric Assessment/s; and</li> <li>● Verification Checks.</li> </ul>

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R183,460 – R256,845 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)