



SEMI-SKILLED ASSISTANT: MECHANICAL WORKS

(Payclass 6)

Maintenance Department (Upper Campus) Properties and Services

We invite applications from suitably qualified and experienced persons for this permanent position in the Maintenance Mechanical Works Office, for appointment as soon as possible.

We are seeking to appoint a responsible, energetic person who is highly motivated and who is able to use their initiative. The successful incumbent will be based in the Maintenance Department on Upper Campus. The Maintenance Department is responsible for maintaining, repairing and replacing all fixed services and assets on the Upper Campus. The Semi-Skilled Assistant will report to and will be required to assist the Technical Inspector with all Heating, Ventilation and Air Conditioning (HVAC) equipment, Lifts and Fume hoods.

Minimum Requirements:

- Matric or an equivalent technical qualification (NQF level 4) and at least 5 years' relevant experience in air conditioning or refrigeration works **OR** if qualified by experience at least 7 years' recent and related experience preferably in a Maintenance/Construction Department.
- A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written).
- A strong sense of customer service.
- A valid code EB Driver's License.
- 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 of The Occupational Health and Safety Act No 85 of 1993.

Advantageous:

- Experience at UCT or another higher education institution will be highly advantageous.

Responsibilities:

- 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.
- 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.

The annual cost of employment, including benefits, is negotiable between R 192, 251 and R 226, 177 per annum.

To apply, please e-mail the below documents in a **single pdf file** to Ms Nadine Adriaanse-Petersen, nadine.adriaanse-petersen@uct.ac.za:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency. Please note: the appointable candidate will be required to undergo a pre-placement medical test.

Telephone: 021 650 3151

Website: www.uct.ac.za

Reference number: E80517

Closing date: 23 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.