



JOB TITLE: Property Maintenance Team Leader

DEPARTMENT: Plant & Property Maintenance Department

REPORTS TO: Plant and Property Maintenance Coordinator

Purpose and Scope of role

The Property Maintenance Team Leader is responsible for managing the maintenance of all fixed assets and properties that are non-water production or waste water reticulation assets or pumps. The goal is to ensure that facilities are in a good and safe condition at all times.

Leadership Competencies

Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Action Management/Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.

Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Safety Commitment: role models safe behaviours and ensures all staff are aware of their contribution to safety, supporting consequence management

Key Responsibilities

In a team leader and leadership capacity the Property Maintenance Team Leader will:

1. Proactively and consistently role model and promote the 'Solomon Water Way'
2. Escalate issues as required to ensure 'no surprises' for the Leadership Team
3. Ensure no single points of failure exist within the Corporate Support Team
4. Inspect facilities periodically to ensure security and compliance to maintenance and health and safety standards Inspect and maintain building systems (heating/cooling, ventilation etc.) and ensure the building owner or contractors properly maintain them.
5. Prepare weekly maintenance schedules and allocate work
6. Recruit, train and supervise maintenance technicians
7. Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
8. Prepare and manage contracts for building maintenance and security personnel
9. Contribute to the development of maintenance budget and ensure compliance
10. Participate in coordination of projects (e.g. renovations)
11. Ensure adherence to quality standards and health and safety regulations
12. Supervise, train and discipline direct reports in consultation with Manager or Coordinator
13. Any other duty assigned by supervising manager from time to time

Key Skills

1. Collaboration skills, facilitating strong relationships with the internal counterparts, Leadership Team, external stakeholders and staff, in the best interests of Solomon Water
2. Strong technical knowledge of all building systems (electrical, plumbing, cooling, etc.)
3. Knowledge of health & safety practices and regulations
4. Understanding of budgeting and performance management
5. Excellent planning and leadership abilities
6. An eye for detail
7. Computer literate
8. Excellent communication and interpersonal skills

This role will support standardisation and efficiencies and as such will:

- Develop, implement and maintain policies and procedures as needed to support sustainable high quality operations
- Identify and deliver on process improvements to create efficiencies and reduce costs

Qualifications

Essential:

- Diploma in Building and Construction or in a similar field from a recognized tertiary training institution

Desirable:

- First Aid Training
- Driver's License

Experience

- 3 years proven experience as Maintenance Supervisor or a similar role