



Road Traffic Management Corporation

Groundsmen/ Maintenance

Ref No. RTMC/TFM/GM/2024

Salary Package: Market Related

Position: Groundsmen/ Maintenance
Business Unit: Total Facilities Management
Location: Boekenhoutkloof
Job Purpose: The incumbent in this role performs the basic maintenance of facilities with regards to painting, grounds keeping and appliance repair. The Groundsmen is also responsible for maintaining RTMC's premises to ensure safe and clean environment for all employees including the Traffic Trainees.

KEY JOB RESPONSIBILITIES:

- Clean gardens and environment around the offices
- Cut grass as per instruction
- Inform the Supervisor if there is a need for any gardening materials, consumables or equipment such as compost
- Report needs to the Supervisor: Cleaning and Maintenance for the replacement of
- Remove broken glass, putty or plastic; replaces windows and door hardware; replace or arrange for replacement of glass for windows, doors, and light fixtures
- Repair lighting systems and inspect electrical systems for unsafe conditions
- Identify and perform basic repairs of plumbing leaks or breaks; opens clogged lines and drains replaces washers and other minor parts; maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings.

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- Maintain office equipment and its functionality, e.g. photo copiers, fax machines, computer and printers, etc.
- Change filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment and hook up appliances
- Report mechanical malfunctions to Supervisor: Cleaning and Maintenance for action
- Move and assist in moving furniture and equipment at various facilities/sites.

QUALIFICATIONS AND EXPERIENCE:

- Matric will be an added advantage.
- One (1) to two (2) years working experience.
- Must be in possession of code B driver's license
- Extensive experience in building maintenance including electrical, carpentry, building repairs.

KEY ATTRIBUTES AND COMPETENCIES:

- Understanding of building maintenance processes and materials.
- Must possess technical know-how on the use of repair equipment.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae.
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 16 February 2024 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

