



### PERMANENT POSITION

This vacancy is open to external applicants and employees of the City of Johannesburg

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatres in order to provide the integrated management of world class theatre venues and a high quality entertaining, innovative and inclusive programme which serves diverse communities.

**Department:** Building and Security  
**Branch:** Joburg Theatre  
**Designation:** Building and Facilities Manager (Ref No: BFM/12/2021)  
**Salary Range:** R39 055.95 (basic salary excluding benefits)

#### Key responsibilities will include, but not be limited

Prepare an annual maintenance plan for the theatre • Train, evaluate and manage the performance of staff members • Evaluate and assign priorities regarding repairs and various jobs • Plan work programs and maintenance schedule of staff • Discipline subordinates; supervise work and activities of subordinates • Ensure the smooth running of the buildings and maintenance department • Ensure that all existing equipment is regularly maintained and kept in good working condition • Perform Statutory and Ad hoc inspection of all buildings, machinery, equipment and reticulation systems and institute necessary action in the event of shortcomings • Maintain and develop working relationship with Gauteng Department of Infrastructure Development • Implement Capital Programme over 3 years Business plan through a structured Maintenance Plan that would guide the organization over a 3-year period, with budgets and time lines • Obtain quotes on materials and services posting it directly on our PASTEL system • Ensure reliable service of the stage technical requirements, inclusive of high voltage electrical fault detection and fault repair • Maintain and ensure buildings services, inclusive of fault detection and fault repair in respect of air-conditioning, plumbing and electricity • Responsible for preventative maintenance and the general appearance and maintenance of the building and its surroundings • Ensure that the services delivered to the building in respect of water, electricity and air-supply are according to NOSA standards and maintained according to those Standards • Oversee maintenance and repairs of electric motors, electrical installations and equipment, stage machinery control circuits, emergency generators, A.E.G. P.L.C, AC and DC Drivers, AC and DC Motors, Submersible pumps – 3ph Substation switchgear, 110V Emergency lighting, 380V Standby Generator and Knowledge of Air-conditioning control panels • Compile three-year maintenance and upgrade plan • Attend safety meetings as and when required by the General Manager or any other member of the Executive Management Team • Record and report in writing timeously all complaints, public disturbances and/or other matters of possible concern to the General Manager • Conduct regular inspections as per the Health and Safety Act • Inspect the main plant rooms, fire alarm system and emergency standby plant, daily, weekly, and/or monthly as required.

#### Appointment Requirements:

**Bachelor's Degree in Electrical Engineering / Facilities Management / Advanced Diploma in Electrical Engineering plus trade test certificate in electricity or equivalent qualification NQF level 7 plus trade test certificate in electricity** • Minimum of 5 years proven trade work experience in technical management position preferably in the theatre • Knowledge of related policies and legislation governing health and safety • Good verbal and written communication in English • Computer literacy.

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not older than three months, quoting the relevant reference number to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to: [jobapplications5@joburgtheatre.com](mailto:jobapplications5@joburgtheatre.com)

**Enquiries: (011) 877 6859 / 6821**

**PUBLICATION DATE: 20 DECEMBER 2021**

**CLOSING DATE: 10 JANUARY 2022**

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. Preference will be given to White males and females including the designated groups.

**PLEASE NOTE:** JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. Submission without certified copies of qualifications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

**Only those applicants required for an interview will be contacted.**