

Form: HRF07/01	HR Department	Compiled by: D du Plessis
Effective date: 1 June 2018	Revision: 0	Approved by: P Mackie
Title: Standard Advertisement Template		



OPPORTUNITY FOR AN ARTISAN ASSISTANT

This position reports to: Services / maintenance manager

PURPOSE:

The successful candidate will be responsible for maintenance and installation of electrical, mechanical, civil and clinical equipment according to manufacturer's specifications and Health Technology Regulations and provide preventative maintenance, safety testing, installation and repair of medical related equipment.

Key Performance Areas:

- Repair, maintenance and installation of electrical, mechanical, civil and clinical related equipment according to manufacturer's specifications
- Reporting on the condition and functionality of electrical, mechanical, civil and clinical equipment to the Services Manager.
- Conduct safety inspections on all electrical, mechanical, civil and clinical equipment according to specifications.
- Routine maintenance on plant and machinery, as stipulated by servicing schedules of the equipment, and/or as requested by the line manager.
- Assist with administrative tasks when required e.g. Maintaining the asset register; Coordinating the equipment stockroom (Making sure that all stock levels are adequate); Coordinating the movement of equipment to and from department; Filling out and maintaining the job card request system; Purchasing and motivating for the purchasing of all hospital equipment and spare parts.
- May be required to act in the capacity as the driver from time-to-time.
- Unsupervised tasks include: painting, carpentry, basic plumbing and maintenance of water reticulation, general cleaning and maintenance of hospital property, ensuring that public areas are well maintained
- Monitoring and quality control of all contractor work carried out on hospital land and buildings.
- Interacting with Hospital Management in the absence of the Services Manager
- Continuous interaction with suppliers and attendance of technology updates are to form an integral part of continuous education and training.

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Requirements:

Qualification: Grade 12 and studying towards completing a National Trade Certificate in electrical, mechanical, plumbing, carpentry or building discipline.

Minimum experience: 1-year experience in electrical, mechanical, plumbing, carpentry, building or facility environment and sound knowledge of the Occupational Health and Safety regulations will be an added advantage.

Competencies: Verbal and written communication skills, presentation skills, quality oriented, customer service oriented, adaptable, responsible and accountable, working under pressure, time management.

Interested, suitable qualified applications, including a comprehensive CV, a cover letter and copies of qualifications can be forwarded to Denise du Plessis (HR and Payroll administrator) at denise.duplessis@clubsurgical.co.za

(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 18 May 2018

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Club Surgical Centre is an equal opportunity Employer.

