

## **Vacancy at N/a'an ku sê Wildlife Experience - TimBila**

An exciting and challenging opportunity is available for a **Maintenance Foreman** to join our team. The successful incumbent will be based at the N/a'an Ku Se Timbila Nature Reserve, 230km from Windhoek.

### **Overview:**

The Maintenance Foreman is responsible for supervising and coordinating the work of maintenance staff, ensuring the efficient and effective operation of the maintenance department. The role involves overseeing the maintenance of machinery, equipment, and facilities, implementing preventative maintenance programs, and ensuring safety standards are met. The Maintenance Foreman plays a critical role in minimizing downtime and ensuring that all maintenance activities are carried out in compliance with company policies and industry regulations.

### **Main responsibilities (but not limited to):**

#### **Supervision & Leadership:**

- Lead, supervise, and coordinate the activities of the maintenance team, including assigning tasks, monitoring progress, and providing training and guidance as needed.
- Conduct regular team meetings to discuss job progress, safety concerns, and upcoming maintenance schedules.

#### **Preventative Maintenance:**

- Develop, implement, and oversee a preventative maintenance program to ensure machinery, equipment, and buildings are maintained in optimal working condition.
- Schedule regular inspections and perform necessary repairs to prevent breakdowns and reduce downtime.

#### **Troubleshooting & Repairs:**

- Diagnose and troubleshoot equipment and facility issues, ensuring timely and effective repairs.
- Coordinate with external contractors and vendors when specialized repairs are needed.

#### **Safety & Compliance:**

- Enforce safety protocols and ensure all maintenance activities comply with OSHA and other relevant regulations.

#### **Inventory & Resource Management:**

- Manage inventory of maintenance supplies and spare parts, ensuring availability of necessary materials while controlling costs.
- Oversee the use of tools and equipment, ensuring they are properly maintained and stored.

#### **Reporting & Documentation:**

- Maintain accurate records of maintenance activities, including work orders, inspections, and repairs.
- Prepare reports on maintenance performance, downtime, and other key metrics for management review.

#### **Collaboration:**

- Work closely with other departments to coordinate maintenance activities with production schedules and minimize disruption to operations.
- Provide input on equipment purchases and capital improvement projects.

### **Job requirements and skills:**

- High school diploma or equivalent; technical certification or associate degree in a related field preferred.
- Minimum of 5 years of experience in industrial maintenance, with at least 2 years in a supervisory role.
- Strong knowledge of mechanical, carpentry, electrical, and plumbing systems.
- Proficiency in using diagnostic tools and equipment.
- Strong problem-solving and decision-making skills.
- Excellent verbal and written communication skills.
- Ability to interact effectively with team members, management, and external contractors.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Physical ability to perform tasks involving heavy lifting, climbing, and working in confined spaces.

**Remuneration:**

- A competitive salary package coherent to experience and qualification
- Meals and accommodation are provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

**Closing date for applications:** 25 August 2024

To apply for this position, please email your CV to [jobs1@naankuse.com](mailto:jobs1@naankuse.com). Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

The reference should be **Maintenance Foreman at Timbila**

**CVs with incorrect subject lines will not be considered**

Only short-listed candidates will be contacted