



INTERNAL VACANCY

VACANCY	SITE ENGINEERING FOREMAN	DIVISION	ENGINEERING
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	C-UPPER	20 OCTOBER 2020	

PURPOSE OF THE POSITION

- ✓ The purpose of this position is the responsibility for maintenance of all Site Engineering Services & Utilities infrastructure within Rand Refinery, as well as managing all boilermaker requirements at Rand Refinery.
- ✓ Utilities infrastructure includes the infrastructure for Electricity, Sasol Gas and Rand Water. The Site Engineering Services infrastructure include all low security buildings and structures and all Estate buildings and structures. The boilermaker requirements include, but not restricted to, all steel construction, fabrication and repairs.
- ✓ The role holder will provide and implement control systems and policies whilst optimising the interface between the maintenance unit and the customers.
- ✓ The role holder will form an integral part in designing and managing the implementation of planned maintenance programmes for a specific business unit, in line with optimising reliability of all units.
- ✓ The role holder will be accountable for the execution of all maintenance interventions in line with best practices to ensure maximum plant availability and may be required to work rotational stand-by with other foremen as when required.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate that has N3 or equivalent with a recognised Trade test certificate in Electro-mechanical, Boilermaking, Fitting or Electrical trade.
- ✓ A national diploma or higher in Electrical or Mechanical Engineering would be advantageous.

SKILLS AND ATTRIBUTES

- ✓ Knowledge of SAP system and/ or other CMMS would be advantageous.
- ✓ MS Office Package is essential.
- ✓ Drive continuous improvement.
- ✓ Have an ability to be a team player within the organisation.
- ✓ Communicate to relevant people with regards to any asset care related data information.
- ✓ Customer centric approach to maintenance.
- ✓ Ability to manage employees and contractors.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with up to 5 years of experience in a similar role would be advantageous.
- ✓ SAP PM experience and/ or other CMMS would be advantageous.
- ✓ A good understanding of the processes in relating to Asset Care / Maintenance of the plant equipment performance and administration.
- ✓ Good knowledge of troubleshooting and fault-finding on equipment.
- ✓ Knowledge of Mechanical systems, including boilermaking.
- ✓ Knowledge of the permit to work system.
- ✓ Ability to set-up, understand and work to a specified budget.
- ✓ Ability to perform incident and accident investigations.
- ✓ Ability to schedule and conduct plant maintenance.
- ✓ Compile maintenance plans for new and existing equipment as may be required.
- ✓ Manage technical information (manuals, drawings, etc.) where required.
- ✓ Ensure completion of statutory maintenance timeously.
- ✓ Knowledge and application of company procedures as applicable.
- ✓ Determine SHEQ incidents for further analysis and action.

MAJOR RESPONSIBILITIES

RESOURCE PLANNING AND EXECUTION

- ✓ Manage resource for optimal performance.
- ✓ Assists in cost reduction initiatives by reducing waste and improving efficiencies.

PEOPLE MANAGEMENT

- ✓ Self-management by:
 - Compilation of own PDP in conjunction with line manager.
 - Attend training interventions as per approved PDP.
- ✓ Managing others by:
 - Conducting 6 monthly performance reviews of sub-ordinates
 - Compiling PDP for subordinates.
 - Ensuring that subordinates attend training interventions as per approved PDP.



- Ensuring discipline is maintained as per company policies

OPERATIONAL EFFICIENCIES

- ✓ Work in conjunction with the Reliability team in setting up maintenance plans for Site Services, Utilities and boilermaking infrastructure.
- ✓ Take accountability for the execution of all related maintenance activities in line with set maintenance plans.
- ✓ .
- ✓ Work in conjunction with the Reliability Manager and Senior Manager Engineering in preparing the energy budget.
- ✓ Check utilities bills for accuracy before they are processed for payment.
- ✓ Take meter readings for Rand Refinery tenants and submit figures to Finance department.
- ✓ Conduct 6-monthly Rand Water analysis at point of consumption to ensure suitability for human consumption.
- ✓ Calibrate all meters where required.
- ✓ Participate in Risk Assessments based on external and internal influences.
- ✓ Participate in incident investigations
- ✓ Participate in any inspection or audit as may be required
- ✓ Execute Utilities preventative maintenance systems through the management of Maintenance Performance KPI's.
- ✓ Able to understand and correctly apply good steelwork and welding and cutting techniques to plant maintenance and steelwork construction.
- ✓ Able to read drawings and complete work accordingly.
- ✓ Able to ensure that building and steelwork construction is compliant.
- ✓ Able to identify and rectify steelwork problems.

- ✓ Comply with and ensures that all health and safety rules are met and acts pro-actively by addressing any safety concerns which may be harmful to self or other employees.
- ✓ Manage subordinates and contractors health and safety and ensure no disabling injuries occur
- ✓ Participate in formal SHEQ Audits.
- ✓ Ensure compliance with statutory requirements.

QUALITY

- ✓ Manage resource for optimal performance.
- ✓ Assists in cost reduction initiatives by reducing waste and improving efficiencies.

SALARY

- ✓ Salary and benefits will be negotiated in line with relevant experience and qualifications.

APPLICATION PROCESS

- ✓ Applications are to be submitted in writing on the approved internal vacancy application form (CV's may be attached) and forwarded to Nonkululeko Simelane, nonkululekos@gold.co.za HR Department.
- ✓ Kindly provide proof of qualifications and experience.
- ✓ Consideration will be given to the Rand Refinery employment equity policy as part of the selection process.
- ✓ Please note that should you have not received in feedback two weeks you should consider your application unsuccessful.

SAFETY COMPLIANCE

- ✓ Implement, drive and monitor Zero Harm, practices, systems and processes, in areas of Safety, health and environment.
- ✓ Demonstrate felt safety leadership, amongst direct and indirect reports.
- ✓ Monitor and share Company-wide similarities/learning opportunities.
- ✓ Ensure statutory compliance within the Site Services, Utilities and boilermaking infrastructure.

SHEQ