



COUNCIL FOR THE AGED KEMPTON PARK

VACANCY: MAINTENANCE SUPERVISOR

RESIDENTIAL HOUSING ENVIRONMENT



The Council for the Aged Kempton Park invites suitably qualified and experienced candidates to apply for the position of **Maintenance Supervisor**.

*Make a
difference
in our community*



MINIMUM REQUIREMENTS

- Matric certificate.
- Approximately five years' experience in a housing environment.
- Practical experience in building, premises and vehicle maintenance.
- Proficiency in MS Office and stock management systems, preferably ACOS/ACIM.
- Knowledge of evacuation procedures, occupational health and safety, security and maintenance operations.
- Knowledge of applicable Housing Acts and Labour Acts, with the ability to prepare accurate documentation and reports.
- Excellent verbal and written communication skills, both in English and Afrikaans, including report writing and spreadsheet compilation.
- Good interpersonal skills, with empathy and an understanding of the needs of older persons.
- Proven ability to supervise staff and liaise effectively with maintenance contractors.
- Experience in procurement and budgeting.
- A high level of assertiveness, with the ability to enforce procedures and ensure accountability.



ADDITIONAL EXPERIENCE AND COMPETENCIES

- Experience in maintenance management within a residential housing complex, retirement village or similar environment.
- Knowledge of preventative maintenance, property inspections, building infrastructure and emergency repairs.
- Ability to plan, prioritise and monitor maintenance activities while minimising disruption to residents.
- Understanding of safety requirements for older persons, including accessibility, ramps, handrails, safe walkways, adequate lighting and fall prevention.
- Experience in contractor supervision, quality control, stock management, cost control and budget monitoring.
- Ability to maintain accurate maintenance records, reports, asset registers and expenditure records.
- Strong leadership, problem-solving, decision-making and conflict-management skills.
- Ability to manage staff firmly and fairly, and to deal professionally with residents, families, colleagues and service providers.
- A valid driver's licence will be an advantage.



KEY ATTRIBUTES

The successful candidate must be organised, practical, and service-oriented, with the ability to manage maintenance activities effectively and ensure the premises remain safe, well-maintained, and suitable for older persons.



HOW TO APPLY

Interested candidates who meet the above requirements are invited to submit their CV by email to **Ms Rika du Toit** at



housing@allenpark.co.za



or contact **011 972 4220**



or hand-deliver it to:

[Physical address]

(Admin Reception, Allen Park
23 Cactus Road,
Allen Grove, 1619)



CLOSING DATE:

15 OCTOBER 2026

If you have not received feedback by **31 October 2026**, please consider your application unsuccessful.



PLEASE NOTE:

Applications from candidates who do not meet the stated minimum requirements will not be considered.