



Mbuyelo Mining Contractors (Pty) Ltd
a subsidiary of Mbuyelo Group (Pty) Ltd

MAINTENANCE COORDINATOR (MCO)

ROLE PROFILE – Internal and External

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	17 January 2024
DEPT / OPERATION	Mbuyelo Mining Contractors	REF	MMC 200
LOCATION	Carolina	Job - Level	C - Level
DISCIPLINE	Workshop		
DEPARTMENT	Engineering		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Workshop Manager		
ROLE SUMMARY (PURPOSE)			
The role's sole purpose is to enhance and continually improve the performance of the whole Workshop department (all disciplines and functions) and all the equipment they are responsible for, by ensuring maintenance work is being planned (resources, spares and tools arranged) for effective and safe execution and that the equipment maintenance plans are sufficiently effective to ensure the equipment achieve their operational requirements (safety, availability, reliability and cost).			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none">• Ensure adherence and compliance to safety protocols and procedures, health and safety legislation and all other relevant requirements• Optimal asset management to ensure appropriate return on investment, including cost controlling• Store management• Ensure effective budget management on mine projects• Ensure maintenance team understands objectives/targets to be achieved by the department.• Ensure the working environment contributes to improving staff morale and increased productivity.• Manage machine availability and maintenance scheduling• Compile daily, weekly and monthly reports• Execution and management of technical projects• Ensure that root cause failure analysis is done on a field component• Ensure the conditioning monitoring reports are executed• Creating of a job card• Ensuring the closure of Job cards daily• Attending to deviations			
REQUIREMENTS			
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE/SKILLS	<ul style="list-style-type: none">• National Diploma in Electrical/Mechanical Engineering• Qualified Mechanical/Electrician with a recognized trade certificate advantageous.• Successfully completed the relevant MCO Courses and evaluations• Basic knowledge of cleaning supplies and processes.		

	<ul style="list-style-type: none"> • Basic knowledge of the MHS Act • Certificate of Fitness • Valid Driver's license • Knowledge of the maintenance modules in Pragma (On-key) • Very good working knowledge of all Microsoft Office Products. • Knowledge of Operational and Engineering Codes of Practices, policies, guidelines, standards and procedures. • Sound knowledge of Condition Monitoring practices • Six Sigma knowledge will be an advantage • Good working knowledge of RCM principles will be very advantageous
Additional information	<ul style="list-style-type: none"> • Appointment will be made in line with the Employment Equity consideration. • If you have not heard from us in 21 working days, please consider your application as unsuccessful • Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying
Closing date	<ul style="list-style-type: none"> • The closing date for applications: 30 January 2024
Contact details	<ul style="list-style-type: none"> • e-mail to: hr.mmc@mbuyelo.com