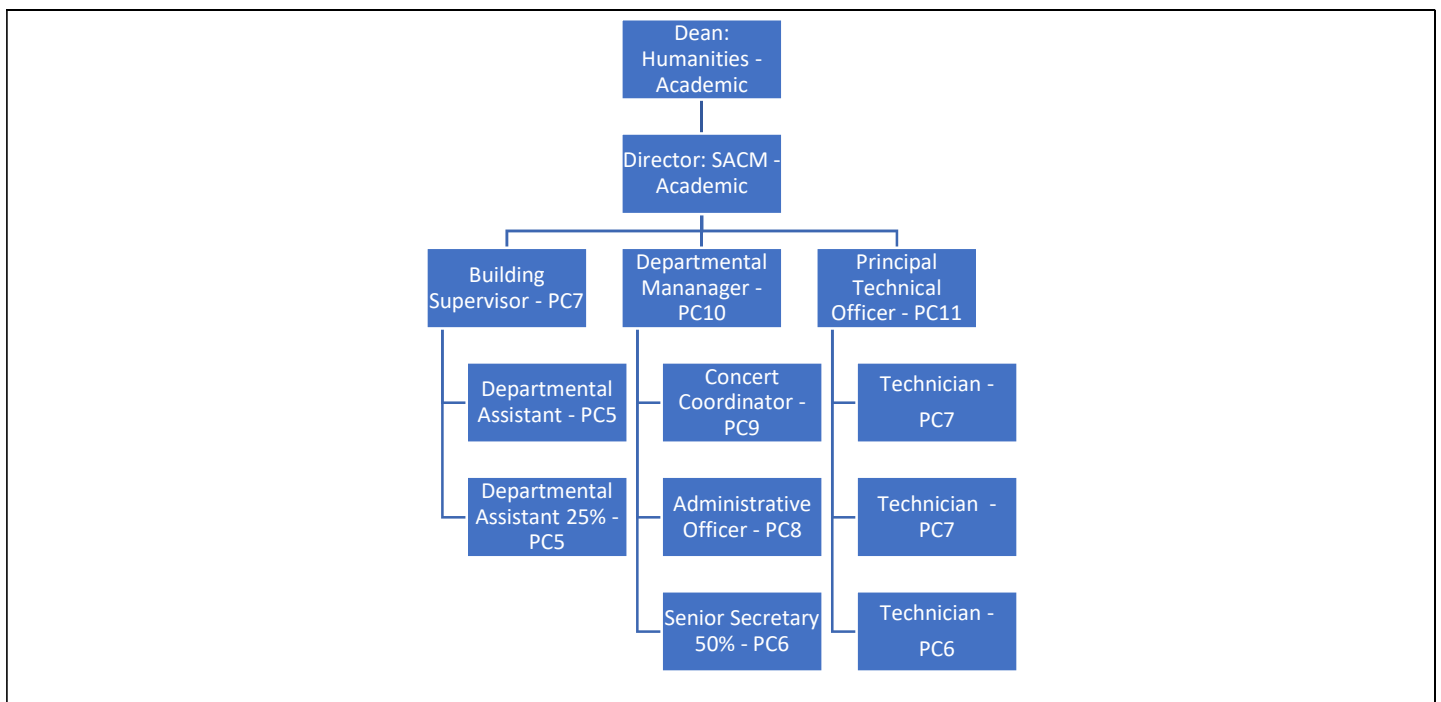


**NOTES**

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Building Supervisor		
Job title (HR Practitioner to provide)	Building Supervisor		
Position grade (if known)	7	Date last graded (if known)	Oct 2013
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	South African College of Music		
Division / section			
Date of compilation	March 2026		



**PURPOSE**

The purpose of this position is to oversee maintenance and security at the College of Music across its facilities, including all associated teaching, performance (Baxter Concert Hall) and administrative spaces. This role requires proactive planning, attentive management, and consistent supervision to ensure that all areas are safe, secure, and operate effectively.

**CONTENT**

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)	Competencies
1 Building maintenance	50%	<ul style="list-style-type: none"> <li>Investigate and report all maintenance matters related to basic services (e.g. air conditioning, electrical, plumbing, etc.) to relevant offices</li> <li>Liaise with Properties &amp; Services and contractors on building renovations and modifications</li> <li>Act as on-site manager of all renovation and modification projects</li> <li>Oversee and liaise with UCT custodial services regarding cleaning of buildings, SACM precinct and gardens</li> <li>Obtain quotations for furniture and other non-technical equipment (music stands) and liaise with the Departmental Manager regarding placement of orders and payment.</li> <li>Keep an up-to-date asset register for all instruments, equipment, furniture, etc. and see to the labelling of assets according to UCT assets guidelines.</li> </ul>	<p>Facilities appropriately and timeously maintained</p> <p>Building renovations and modifications monitored and tracked to completion</p> <p>Regular building maintenance checks and reports submitted to HOD</p> <p>Appropriate quotations for furniture and non-technical equipment obtained</p> <p>Support for building-related matters managed effectively</p> <p>Old furniture and equipment disposed of efficiently</p> <p>Asset register managed, maintained and updated efficiently</p>	<p>Knowledge of UCT Properties &amp; Services procedures</p> <p>Communication skills</p> <p>Interpersonal skills</p> <p>Personal accountability</p> <p>Ability to work independently</p> <p>Initiative</p>
2 Security	25%	<ul style="list-style-type: none"> <li>Oversee staff, students, and visitor access via the UCT Third-Party Access portal, in consultation with the Departmental Manager.</li> <li>Identify security and safety risks and address with UCT risk services</li> <li>Supervise all matters related to security of audio-visual and other equipment in SACM</li> <li>Manage distribution of keys and electronic access to internal studios, offices and recital/lecture rooms</li> <li>Liaise with Campus Protection Services and report breaches of security to Director</li> </ul>	<p>Secure buildings and equipment</p> <p>Issue of keys closely managed</p> <p>Effective reporting and liaison with CPS</p> <p>Secure academic archival records</p>	<p>Knowledge of UCT security and access procedures</p> <p>Personal accountability</p> <p>Attention to detail</p> <p>Communication skills</p> <p>Interpersonal skills</p>

3	Health and safety	10%	<ul style="list-style-type: none"> <li>Identify security, fire, health and safety risks and address with UCT risk services</li> <li>Act as Health and Safety officer for the SACM and attend Faculty H &amp; R meetings</li> <li>Plan, coordinate, and conduct regular fire drills to ensure staff readiness and compliance with safety regulations</li> <li>Be the first point of contact in case of emergencies</li> </ul>	Proactive and preventative measures are taken to mitigate health and safety risks. Appropriate emergency procedures are initiated without delay	Emergency response coordination Knowledge of first aid Clear communication
4	Management of teaching and concert venues	10%	<ul style="list-style-type: none"> <li>Supervise preparation of teaching and concert venues</li> <li>Manage venue bookings via Outlook Calendar, ensuring accurate scheduling and conflict-free allocation.</li> <li>Manage outside booking requests for venue and equipment hire.</li> <li>Set up and strike of exam, concert and recital venues and manages a team to co-ordinate this</li> <li>Supply teaching and rehearsal equipment as required by the academic staff of the college</li> <li>Liaise with Baxter staff regarding the movement of SACM pianos</li> </ul>	Lecture venues are well maintained Effective space usage Outlook venue booking system managed effectively Identify problem areas related to space usage in lecture, recital and concert venues, and advise on a course of action Teaching and concert venues are set up and strikes are done as per requirements Movement of Baxter SACM pianos managed effectively	Knowledge of musical instruments, equipment and venues Supervisory skills Organisational skills Time management Ability to work under pressure

5	Line management of Departmental Assistants	5%	<ul style="list-style-type: none"> <li>• Reception scheduling and monitoring</li> <li>• Provide reception back up in the absence of the Departmental Assistant (scheduled leave, sick leave, lunch breaks), monitor scheduling of replacement personnel at reception</li> <li>• Draw up and manage the schedule of departmental assistant staff for weekend duties, including Saturday Morning Outreach and Church programmes.</li> </ul>	<p>Reception area is managed and staffed effectively and efficiently</p> <p>Staff and student queries are addressed</p> <p>General public queries are addressed</p> <p>Calls are answered, assisted and directed as necessary</p>	<p>Planning and organization</p> <p>Communication skills</p> <p>Accountability and reliability</p> <p>Problem solving</p> <p>Team coordination</p>
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### MINIMUM REQUIREMENTS

Minimum qualifications	NQF 4 qualification			
Minimum experience (type and years)	At least five years' relevant experience, preferably in a Performing Arts environment.			
Skills	<ul style="list-style-type: none"> <li>• Strong communication skills (verbal and written)</li> <li>• Basic computer literacy (email, MS Word, Excel, Outlook calendars)</li> <li>• Good interpersonal and stakeholder engagement skills</li> <li>• Ability to coordinate maintenance and facilities-related activities</li> <li>• Problem-solving and decision-making skills in operational environments</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of building operations, maintenance processes, and health &amp; safety requirements.</li> <li>• Basic knowledge of facilities management systems and procedures.</li> <li>• Familiarity with occupational health and safety regulations.</li> <li>• An understanding of the different sections of the SACM (African Music, Jazz, Opera, Western Classical and Music Technology) would be advantageous.</li> </ul>			
Professional registration or license requirements	A valid driver's license			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours, including evenings and weekends when required.</li> <li>• Ability to perform physical tasks, including lifting and moving equipment. Baseline medical examination to be conducted prior to appointment.</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Communication	2	Safety awareness	2
	Building Interpersonal skills	1	Client/student service and support	1
	Initiating action	2	Teamwork	2
	Planning and organising	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Building supervision and maintenance
Amount and kind of supervision received	Responds to relatively simple queries and refers unusual queries to senior staff. Initiative is required in recurrent, obvious or typical work.
Amount and kind of supervision exercised	Supervision / line management of Departmental Assistants.
Decisions which can be made	Make operational, sub-system decisions. Processes are defined and freedom of choice is restricted to the operations.
Decisions which must be referred	Budget related decisions.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	SACM staff, ICTS, CPS, P&S Maintenance, Baxter Theatre staff
External to UCT	Service providers, visitors, external cabling and network contractors

### AGREED BY