

Buildings & Maintenance Manager

Neema Crafts, a project of the Diocese of Ruaha, is a social enterprise which employs over 100 people with disabilities in a number of different craft workshops, a cafe and shop. Through employment, training and empowerment, we aim to show our staff and the community the incredible God-given value and worth of people with disabilities.

We are looking for a proactive, problem solver to join our team as a Buildings & Maintenance Manager.

Beyond this, there is opportunity to manage and direct a variety of different projects based on your skills, passions and the needs of the organisation.

Members of our team need to take initiative as they work independently, as well as integrating and communicating well with our high performing team. We are looking for someone who consistently produces high quality work, with a high attention to detail, as well as someone who deeply believes in and values our mission to support people with disabilities.

Values we look for in our employees:

- Honesty
- Hard working
- Positive attitude
- Proactive in asking for help
- High quality work
- Able to meet deadlines
- Punctual

The Role

The Buildings & Maintenance Manager will be responsible for the upkeep of: the Neema Crafts centre buildings; and for all tools and equipment owned by Neema Crafts. This includes the cafe, kitchens, shop, carpentry workshop, weaving workshop, screen printing workshop, tailoring workshop, paper workshop, material stores, offices, amenities and outdoor spaces.

The main objectives of the role are as follows:

- To ensure workshop production and services offered by Neema Crafts are not interrupted by broken machines, equipment or issues with the building
- To ensure the workshops and buildings are safe and enjoyable for all to use
- To create and maintain systems that record all equipment and maintenance
- To reduce the financial burden on Neema Crafts, that comes from the maintenance of buildings and equipment, through innovative systems and problem solving

Tasks

- **Creating new maintenance logs and procedures:**
 - Logging all equipment and tools owned by Neema Crafts
 - Creating maintenance logs on appropriate software
 - Creating risk assessments for each machine and tool used by Neema Crafts staff
 - Creating preventative maintenance plans for each machine and tool used by Neema Crafts
 - Creating building renovation and maintenance plans
 - Proactively creating new systems and procedures to improve maintenance
- **Proactively carrying out preventative maintenance:**
 - Following a preventative maintenance plan for all equipment used at Neema Crafts
 - Communicating with the workshop leaders weekly to learn what equipment or maintenance issues they are facing
 - Assessing the building regularly
 - Testing machinery and equipment regularly
- **Managing every day maintenance tasks:**
 - Reviewing broken equipment to determine the problem and required solution
 - Managing all fundis called to the centre
 - Managing all unexpected breakages and issues with machinery, equipment and buildings
 - Procuring parts and tools needed to fix or replace breakages
- **Completing and maintaining all maintenance records accurately:**
 - Equipment and tool purchases
 - Preventative and reactive Maintenance logs
 - Fundi visits
 - Risk assessments

- **Managing the Maintenance Assistant:**
 - Planning preventative and reactive maintenance to be done by the Maintenance Assistant
 - Training the Maintenance Assistant in mechanical and electrical tasks
 - Encouraging and training the Maintenance Assistant in leadership and problem solving
 - Reviewing and appraising the quality of the Maintenance Assistant's work
 - Ensuring that the Maintenance Assistant has sufficient work and is productive
- **Regularly updating and communicating with the Directors:**
 - Sharing which machines and equipment need replacing
 - Sharing building renovation projects that need to be done
 - Updating the Directors on all preventative and reactive maintenance completed
- **Researching and procurement of new equipment:**
 - Looking for and identifying opportunities where new equipment would benefit the operations of Neema Crafts
 - Researching what equipment is available and presenting investment options to the Directors
 - Organising the purchase of approved investments
- **Creating a safe working environment for all staff:**
 - Ensuring risk assessments for equipment and processes are up to date
 - Working alongside workshop leaders to mitigate and remove risks
 - Providing health and safety training to mitigate and remove risks

Required Skills

- Problem solving and project management skills including organisation
- Initiative and ability to self manage
- Very good attention to detail
- Good understanding of workshop machines and equipment
- Good understanding of electronics and electronic systems
- Experience in fixing equipment and machinery
- High proficiency in Microsoft Excel and Google Sheets
- Good computer skills and ability to use word processing and online shopping
- Communication skills - ability to communicate with a large number of different people with different needs and abilities
- High level of spoken and written English and Kiswahili
- Tanzanian Sign Language to communicate with our large number of deaf staff - training will be provided on the job if needed

Required Qualifications & Experience

- Bachelors or Masters degree in a relevant field or other relevant qualifications
- Relevant experience in working with machinery and equipment
- Relevant experience in project coordination
- Candidates must meet the requirements of the safeguarding policy of Neema Crafts
- References required