

# SPRINGERBAAI

## SUPERINTENDENT - GENERAL MAINTENANCE, GAME AND ENVIRONMENTAL AFFAIRS

### JOB DESCRIPTION



#### A. ROLE OF THE ESTATE SUPERINTENDENT

The superintendent's job/role is to run the day-to-day operations and maintenance tasks in line with Policy and Procedures which cover Infrastructure, Environmental, and Game Management on the Estate. This therefore includes alien eradication, fire risk management and control over the weekly short-term work schedule.

The role of the superintendent also includes important quality control and subcontractor coordination (to ensure that subcontractors to the Estate, provide the correct quality, quantity of goods and services as agreed and perform in terms of Agreement responsibilities).

The Superintendent does necessary inspection drives around the Estate and supervises Labour.

As part of environmental and game management duties the superintendent must provide valuable input to strategy and policy to submit to the Trustees for approval.

The Estate Manager and Superintendent need to cooperate and share control effectively and will conduct weekly meetings to plan and review the work schedule and set priorities together in line with Trustees requirements.

**The tasks of the Superintendent include, but are not limited to the following:**

#### 1. Planning and supervising

- Scheduling maintenance and alien eradication tasks and evaluating the outcome.
- Managing/Supervising maintenance and alien eradication staff and contractors.
- Ensuring appointed Estate Contractors deliver according to their contracts.
- Collecting and dropping off staff in Mossel Bay using the Springerbaai vehicle
- Create social media content on Facebook & newsletter
- Provide input into the Estate Management Plan: updating and reviews of Infrastructure, Environment & Game

#### 2. General Environmental tasks

- Assist in controlled fires and preventing uncontrolled fires plus implementation of Fire Strategies and Plans.
- Maintenance of firebreaks.
- Prevent and stabilize erosion control.
- Monitor the rainfall gauge
- Assist in veld management, including rehabilitation work, replanting from building sites and roads.
- Assist and partake in all monitoring and research projects.
- Management and maintenance of the nursery – grown plants for members and rehabilitation projects, collect indigenous seeds & grow vegetables for owners
- The clearing of alien plants (rooikrans) on the reserve and the providing of firewood.
- Promote Arbor week
- Monitor and maintenance of Springerbaai Beach area.
- Habitat restoration
- Veld condition assessment and proposals
- Manage for biodiversity and ecosystems resilience (management principles must be guided towards increasing biodiversity of fauna and flora on the estate)
- Ensure good water supply on all the systems and at drinking troughs on the Estate
- Control suurvy (carpobrotus edulis) on grazing lawns

#### 3. Game Management

- Monitor animal health through patrols, dung analysis and observing body condition.
- Assist in animal management, including animal care, game counts and bird counts and documenting all this information in Reports.
- Feeding of Animals – supplementary feeding when necessary
- Assist in anti-poaching and law-enforcing.
- Determine carrying capacity of veld and give advice to Trustees/ Committees
- Regular game population inspections

#### 4. Maintenance tasks

- Implementation of the Maintenance plan
- Maintenance / upgrading / establishment of roads, hiking trails, other trails and all the boardwalks. (Maintain the birdhide, boardwalks, other structures and area immediately around it)
- Bakkie Sakkie and Fire Hydrants, hose reels, etc. inspection and testing
- The maintenance of all signboards on the reserve.
- Maintenance of all fences.
- Patrols on Springerbaai – check up on roads, hiking trails and around all houses, gatehouse, and construction sites as well as Water systems/networks.
- Maintenance of the gardens at the gatehouse, which includes watering, mowing, planting and general neatness around the facilities.
- Removal of rubbish from facilities and to introduce recycling.
- Management and maintenance of the refuse chamber near the construction camp.
- Removal of rubbish from the coastline / property during clean-up operations.
- Water systems, fire systems and Sewerage systems Equipment Maintenance
- Water leaks and repairs to leaks
- Responsible for equipment, field equipment and safe use thereof, which include storage, care, and maintenance of equipment, safety procedures and stock taking.
- Once a week patrol with bakkie around all phases, evenings to be done randomly and logbook to be kept of all trips.
- Water meter readings once a month (beginning of month)

#### 5. Establish Operating Procedures

- Draft Operating Procedures for all areas above in line with standard templates

#### 6. Other

- Partake in training programs, which includes
- Fire fighting
- Assisting in research programs
- Assisting in monitoring programs
- Field guide training programs
- First aid courses.

The above list of duties is not being considered all-inclusive and additional duties may be added by management from time to time.

#### B. REQUIRMENTS FOR THE POSITION

**Education:** Tertiary qualification in either Game, Farm, Environmental or Maintenance Management

**Documents:** Police clearance, Health Satisfactory, Psychometric Review, Positive References

**Transport** Drivers License

**Experience:** Ideally some experience in the fields mentioned above in Education requirements.

**Skills:** Computer (Excel, Word, Windows, Email), Supervisory skills, good Communication Skills, Planning Skills, innovative thinking

**Character and Values:** Absolute Honesty, Attention to Detail, Assumes Responsibility, pro-active contributions (problem solving), Operate under Pressure, Flexible and good work ethic  
Ability to convey ideas to Estate Manager & Board of Trustees, respect and value to Springerbaai

DATE 29 July 2019