

Facilities & Maintenance Lead

Would you like to work in the high-tech engineering industry? Are you passionate about managing facilities to their optimal potential? Do you make it your mission to ensure all occupants have a positive and productive experience, while you maintain their safety and add to their convenience?

EMSS Antennas is looking for a dedicated **Facilities & Maintenance Lead** to join their broader support team and ensure that facilities and daily operations support the strategic objectives of companies within the Alphawave Group.

Who we are

EMSS Antennas (<https://www.emssantennas.com>), a subsidiary of the **Alphawave Group** (www.alphawave.co.za), is an innovative engineering company based in Stellenbosch, with its production facility situated in Somerset West.

About the job

As a **Facilities & Maintenance Lead**, you will be responsible for overseeing all maintenance and upgrades of infrastructure, facilities, and other assets for companies within the Alphawave Group, as well as assisting with the business's general operational requirements. This role is based at our R&D facility in Techno Park, Stellenbosch, and will require commuting between our various facilities and suppliers/service providers in Somerset West and the surrounding areas, as required by the job. The role requires working irregular hours from time to time, depending on projects and unforeseen events affecting facilities and assets.

Your contributions as a **Facilities & Maintenance Lead** will focus on aligning facilities and maintenance services with organisational goals and managing daily upkeep, repairs, and preventive maintenance to ensure seamless operations. Compliance and proactive risk management will complement the remaining responsibilities. The role will ensure efficiency and cost effectiveness for every project, with an occupant-centric approach at the centre of all initiatives. The Facilities & Maintenance Lead will maintain responsibility for ensuring that any technological integration supports the efficiency of the facilities overall.

Key Responsibilities, Accountabilities and Duties

Our support team is on a mission to ensure an optimal environment is created, facilitating the seamless operations of the companies within the Alphawave Group.

As a **Facilities & Maintenance Lead** your responsibilities will include:

- **Maintenance Management:**
 - Oversee daily upkeep, repairs, and preventive maintenance.
 - Create and manage schedules for routine tasks.

- Track condition and history of critical building systems.
- Conduct facility inspections to identify hazards and ensure safety.
- Manage work orders and oversee cleaning, landscaping, and waste disposal.
- Manage insurance claims when applicable.

- **Facility Project Execution:**
 - Manage and execute facility upgrade/renovation and other projects.
 - Assist with setting and managing the project budget.
 - Appoint and supervise contractors.

- **Compliance and Risk Mitigation:**
 - Stay updated on health, safety, and environmental regulations.
 - Conduct audits to identify and mitigate operational risks.
 - Develop emergency plans for various scenarios.
 - Assess and brief external vendors on safety protocols.
 - Maintain logs for safety training and maintenance activities.
 - Ensure adequate insurance is in place for assets.

- **Cost Efficiency:**
 - Conduct market research for vendor selection.
 - Monitor maintenance expenditures and maintain critical spare parts inventory.
 - Bid and supervise external vendors for specialised projects.

- **Occupant-Centric Approach:**
 - Prioritise occupant comfort, safety, and productivity.
 - Gather occupant feedback to improve facilities.
 - Communicate transparently about building performance and improvements.

- **Technology Integration:**
 - Utilise technology and data analytics for task management, decision-making and improving operations.
 - Support building automation systems and conduct workforce training on digital tools.

Qualifications and Experience Required

In order to do your best work and support the companies in the Alphawave Group in achieving its high-quality standard output, the minimum educational requirement for the role is:

- ✓ Grade 12
- ✓ A relevant qualification in the facilities management domain would be advantageous

The ideal candidate will have at least five years experience in a technical environment, with experience obtained in the following areas:

- Building Caretaking (Essential)
- Handyman tasks (Essential)
- Projects or supplier administration (Essential)
- Clerical tasks (Essential)
- Project/Task Management (Essential)

💡 Knowledge and Skills Required

A condition for the role is having **proven knowledge** of the following:

- Building Systems Mastery – hard services
- Maintenance Strategies
- Safety and Compliance
- Computer Literacy

The key **skills** required to be proficient in this role are as follows:

- Project Management
- Communication
- Problem Solving
- Advanced Computer Literacy
- Facilities Management
- Budget Management

👤 Who You Are

At EMSS we pride ourselves on our excellence, integrity and our human-centric culture. The ideal candidate will value the abovementioned and hold the following characteristics, key to the role:

- ✓ A well-balanced, high-achieving individual with a demonstrated track record
- ✓ A general attitude of serving others to achieve a common goal, whilst maintaining principles and values
- ✓ Eagerness to take ownership and accountability for their value contribution
- ✓ Ability to work with people
- ✓ Affinity to create and innovate around client solutions linked to your expertise
- ✓ Ability to analyse and integrate data from multiple sources, probe and make rational decisions towards workable solutions and link timely actions
- ✓ Goal-driven, able to plan in advance and manage time and resources effectively
- ✓ Demonstrated skills to lead, engage and work effectively with a team and maintain quality and productivity standards

- ✓ Solid communication and interpersonal skills with team members at all levels
- ✓ Flexible enough for a small and medium-sized enterprise
- ✓ Capable of being innovative with available resources and maintaining the aesthetic of the facilities

❖ What We Offer

- An opportunity that allows for creativity and finding ways to optimise output
- A key role in a growing group of companies
- Competitive compensation
- 25 paid leave days per year
- The opportunity to be part of a vibrant, knowledgeable, and innovative team
- A personal development plan with a structured path to develop you professionally and personally
- Personal & professional development budget | *we pay for the books you read*
- Daily lunches and regular fun team activities
- All the necessary tools and equipment you need to provide optimal output

👉 How To Apply

Are you excited to become our new **Facilities & Maintenance Lead** and do you have what it takes to be part of a world-class engineering support team?

Then we would love to hear from you!

Please submit the following documentation and send your application to Carol Stuart at opportunities@emss.co.za:

- ✓ Your **resume** and **cover letter** detailing your qualifications and how you can contribute to our team's success
- ✓ A copy of your most recent **Academic Results** and Applicable **Certificates**
- ✓ A copy of your **Identity Document**

Consideration of applicants will commence on **23 January 2026**, and we will continue to advertise until the position has been successfully filled. We would like to hire for this role as soon as we find the right-fit candidate.

If you think you have what it takes, but don't necessarily meet 100% of all the criteria, please still apply. We would like to consider you and see if you could be a great fit.

Any questions can also be sent to Carol Stuart at opportunities@emss.co.za.

EMSS Antennas is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Visit us at: <https://www.emssantennas.com/>