

JOB ADVERT: BUILDING CARETAKER

Queensgate Court Body Corporate
Parktown, Johannesburg

Fixed Term Contract for 24 Months (with After-Hours / Weekend Availability)

About the Role

Queensgate Court Body Corporate seeks a reliable, responsible, and proactive Building Caretaker to ensure the building remains well-maintained, safe, clean, and efficiently run. The ideal candidate is hands-on, has strong communication skills, and is able to respond to urgent matters after hours and on weekends.

Key Responsibilities

Daily Duties:

- Oversee daily building operations.
- Supervise cleaning staff to ensure consistent cleanliness of the common property.
- Report incidents, faults, repairs, and resident queries.
- Liaise with contractors and project management.
- Provide weekly reports to the Trustees on common property snags (work completed, uncompleted and to be conducted).
- Handle resident issues efficiently and effectively while maintaining professionalism.
- Ensure care, maintenance and inventory management of all supplies and equipment owned by the body corporate.
- Report any unusual or extraordinary circumstances regarding the residents or the property to the Trustees and / or Managing Agent.
- Arrange for repairs to, and maintenance of, the common property that does not require the advice and supervision of suitably qualified professionals (handyman work), and to call for quotations when so instructed by the Trustees.

After-Hours / Weekend Responsibilities:

- Remain contactable outside normal working hours.
- Respond to urgent matters including security breaches, alarms, emergency maintenance, and access control issues.
- Telephonic response within 30 minutes and onsite attendance when required.

Working Hours

- Monday to Friday: 07:30 – 16:30.
- Saturday: 08:00 – 12:00, flexibility required for emergencies.

Requirements

- Experience in building maintenance, security oversight, or facilities management.
- Strong communication and interpersonal skills.
- Ability to work independently and take initiative.
- Reliable, punctual, and trustworthy.
- Comfortable with physical tasks and outdoor work.
- Availability for after-hours and weekend emergencies.
- Knowledge of the Sectional Title Schemes Management Act (STSMMA)

How to Apply

Email to: Queensgatecourt@gmail.com , closing date is 30 June 2026.

Hand delivered applications will not be considered.

CV, Copy of ID, References, and motivation letter.