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JANUARY 2025

**JOB DESCRIPTION ESTATE SUPERVISOR / MANAGER**

**General:**

Attendance - 3 hours per day – 15 hours per week.

Transport – Incumbent must have access to vehicle that can tow the trailer.

A basic understanding of birds, plants and other wildlife in the Estate.

Incumbent must have basic knowledge of electricity (maintenance of street lighting).

Incumbent must have thorough knowledge of the Num-Num Constitution and Annexures.

**General duties:**

Manage the Num-Num gardeners/labourers:

 Department of Labour compliance.

 Uniforms and protective clothing.

 Scheduling of leave.

Equipment: Purchase and collect fuel for equipment.

Flora: Purchase and collect pesticides for estate plants and trees.

Wildlife: Oversee the feeding and general care of wildlife.

 Purchase and collect animal feed and remedy for external parasites.

**Building Projects – New and extension/s to existing buildings:**

Ensure that building works comply with conditions of the “Builders Contract”.

**Maintenance Duties:**

Oversee the maintenance of the Estate as follows:

* Roads, road surface, traffic signs, road markings, pavements, etc. (including outside the main entrance up to the Aalwyndal road)
* Security - Fences and gates and liaison with Police Sector 2 and CPF.
* Gate access activation.
* Ensure that trustees have keys for all locks on the estate.
* Ensure functionality of firefighting equipment and fire hydrants.
* HOA buildings and equipment (Maintain a register of equipment).
* Public areas and Green spaces (including outside the main entrance up to the Aalwyndal road).
* Nursery as directed by Nursery personnel.
* Removal and control of alien invasive Flora species.
* General neatness of the Estate.
* Distribution to residents the plastic refuse bags presently supplied by the Municipality.
* Distribution of mail arriving in the post box at the gate.
* Ensure that refuse is removed on days scheduled for removal.
* Other duties as directed by the HOA Trustees.

**Other Duties**

Reports to the Chairman of the Management Committee unless otherwise delegated

Observe and report:

* Owners/Residents neglecting garden and pavement maintenance.
* Owners/Residents dumping building material/rubble on the sidewalks, roads, or green areas.
* Owners/Residents dumping garden refuse, dirt, muck, garbage, refuse, paper, waste or any likewise articles on the roads, pavements or in public areas and green areas.
* Owners/Residents’ building’s exterior including roofs deteriorating (painted & other surfaces).
* Record keeping of wood sales.
* Keep a set of infrastructure plans of the estate for reference purposes.
* Attend regular feedback meetings (at least monthly) with Trustees.