



Name and Surname : Ivan Barron
Designation : Maintenance Coordinator

Qualifications & Courses

Basic Fire Fighting (Expired)
Health and Safety Rep (Expired)

Areas of Expertise

Technical maintenance
Handyman services

WORK EXPERIENCE

Company : Temperature On Time (Pty) Ltd
Designation : Maintenance Coordinator
Period : 2020 to Date

Ensure the following services are executed at all designated sites according:

- Technical Maintenance
- HVAC
- Catering and Equipment Maintenance
- Manage sub-contractors
- Invoicing submission and control
- Reports to be submitted as and when required
- General operations
- Implement and adhere to Processes and Procedures
- Maintain and ensure service levels agreement are adhered to
- Report any non-compliance to Technical Director
- Complete customer focus
- Pro-active inputs
- Provide feedback and communication to Management

Quality Control

- Identify Scope of Work & Quality requirements according to maintenance request.
- Ensure all work is completed as per work order and to quality standards.
- Ensure daily reporting of faults to Technical Director
- Ensure emergency maintenance are reported to the Technical Director
- Development of inspection plans relative to all services
- Ensure regular feedback to end user/staff regarding status of maintenance and completion.

Manage Contractors

- Familiarize with all terms and conditions and performance standards as per SLA per service
- Report any non-compliance as part of performance management
- Communicate additional service requirements to Technical Director to incorporate into SLA
- Ensure contractors adhere to SLA at all times
- Ensure effective and efficient service delivery
- Ensure all planned maintenance activities are adhered to and that the service report issued is issued to Technical Director
- Ensure proactive approach to the precinct by logging proactive calls on a daily basis

Client Liaison

- Provide regular task feedback to client
- Complete all / any client requests and ensure client satisfaction
- Provide feedback to Management

Invoicing Control



- Ensure quotations are received and processed for approval with line manager
- Familiarize with the approved invoicing procedures and abide by them
- Assist in timeous submission of invoicing by Contractors and that all details are received

Reports

- Complete monthly Management Report for Head Office, highlight all operational issues and comment on the status of such issues
- Report on status of projects
- Report on staff
- Highlight concerns
- Make recommendations or submit request for assistance.

General Operations and HR

- Ensure all operational outputs are noted
- Timesheet management
- Assist in Managing on-site operational expenditure
- Communicate all operational activities to all respective staff
- Make recommendations on any operational issues that need to be altered to fit individual sites

Implement and adhere to Process and Procedures

- Institute all approved process and procedures
- Adapt and make site specific as required
- Implement revised process and procedures as and when required
- Ensure all on site (Client) policies, procedure, rules and regulations and adhered to at all times

**Company
Designation
Period**

Anchor Foam and Rubber
Production Manager
2018-2020

**Company
Designation
Period**

Freelance (Barcity Solutions)
Rigger & Signage Maker
2015-2016

**Company
Designation
Period**

CNC Route Design
Production Manager
2010-2013