



Careers at Kapama

FLEET MANAGER – KAPAMA PRIVATE GAME RESERVE

Kapama Private Game Reserve has an exciting position available for a Fleet Manager, to be based at Kapama Private Reserve situated in Hoedspruit, the Greater Kruger.

JOB DESCRIPTION

The Fleet Manager will be responsible for the overall management, coordination, and operational efficiency of our workshop and all Kapama vehicles from two-wheelers to heavy machinery and generators. Kapama sets exceptionally high standards for all Kapama operations, which include vehicles, equipment, and mechanical assets. Vehicles and equipment at Kapama are maintained to the highest standard. The Fleet Manager must support uninterrupted lodge operations, guest safety, and exceptional safari experiences through proactive maintenance, effective team leadership, and strict compliance with safety and environmental standards.

KEY RESPONSIBILITIES

WORKSHOP & FLEET MANAGEMENT

- Oversee the maintenance, servicing, and repairs of all lodge vehicles and equipment, including:
 - Service Vehicles
 - Game drive vehicles
 - Trucks, tractors, and utility vehicles
- Generators and mechanical equipment
- Implement and manage preventative maintenance schedules to minimise breakdowns.
- Ensure all vehicles are roadworthy, safe, and compliant with legal and reserve requirements
- Maintain detailed service records and asset registers
- Advise management on new technology, equipment, vehicles, and best practices that Kapama should implement to improve efficiencies and costs

TEAM LEADERSHIP & SUPERVISION

- Lead, manage, and motivate a team comprising: Mechanics Workshop assistants
- Allocate daily tasks to ensure efficient workflow.
- Conduct regular performance reviews and provide coaching and skills development.
- Enforce discipline, productivity, and high workmanship standards.



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PLANNING & OPERATIONAL CONTROL

- Develop weekly and monthly workshop plans and maintenance schedules
- Prioritise urgent repairs to minimize operational disruptions
- Coordinate closely with:
 - Lodge operations
 - Guiding department
 - Service Teams
- Ensure standby and emergency mechanical support is available

STOCK, PROCUREMENT & BUDGET CONTROL

- Manage workshop inventory, tools, spares, lubricants, and consumables
- Maintain minimum stock levels and reorder timeously
- Source suppliers, negotiate pricing, and control costs
- Prepare and manage workshop budgets
- Reduce waste and ensure cost-effective repairs

HEALTH, SAFETY & COMPLIANCE

- Ensure full compliance with:
 - Occupational Health & Safety Act (OHSA)
 - Environmental regulations
 - Kapama internal safety standards
- Conduct toolbox talks and safety briefings
- Maintain a clean, organised, and hazard-free workshop
- Enforce PPE usage and safe work practices

QUALITY CONTROL & STANDARDS

- Inspect completed work for quality and safety
- Implement workshop best practices and SOPs
- Ensure all repairs meet luxury lodge operational standards
- Promote a preventative maintenance culture rather than reactive repairs



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REPORTING & ADMINISTRATION

- Compile and submit:
 - Weekly maintenance reports
 - Breakdown reports
 - Cost and usage reports
- Track downtime, fuel usage, and repair trends
- Maintain accurate documentation for audits and management

KEY RESPONSIBILITIES

- Vehicle uptime and availability
- Workshop efficiency and turnaround times
- Cost control and budget adherence
- Safety compliance and incident reduction
- Staff performance and development
- Guest satisfaction (indirect impact)

KEY RESPONSIBILITIES

QUALIFICATIONS

- Trade qualification in: Diesel Mechanic / Motor Mechanic / Auto Electrician
- Valid driver's license (Code B minimum; Code C/EC advantageous)
- Computer literacy (basic Excel, email, maintenance systems)

EXPERIENCE

- Minimum 5-8 years of mechanical experience
- At least 3 years in a supervisory/managerial role
- Experience in fleet management, remote/lodge operations

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SKILLS & COMPETENCIES

TECHNICAL SKILLS

- Strong mechanical and diagnostic skills
- Knowledge of diesel engines and 4x4 vehicles
- Generator and plant equipment experience
- Preventative maintenance systems

MANAGEMENT & SOFT SKILLS

- Leadership and people management
- Planning and organisational skills
- Problem-solving and decision-making
- Strong communication (verbal & written)
- Ability to work under pressure in remote environments

PERSONAL ATTRIBUTES

- Hands-on and solutions-driven
- Close attention to detail and professional, calm, and reliable
- Proactive and self-motivated with a strong work ethic and accountability
- Passion for conservation and eco-tourism

PACKAGE / REMUNERATION

- Competitive and negotiable salary depending on experience
- Live-in position: 3-bedroom house provided for the Workshop Manager
- Benefits and allowances in line with Kapama Game Reserve policies
- Opportunity to work in a unique bush environment with a luxury lodge operation

Applications can be sent to christiaan.basson@kapama.com and trichia.jacobs@kapama.com

Only shortlisted candidates will be contacted and invited to Kapama for an interview.

If you have not heard from us within 3 weeks of submitting your CV, regard your application as unsuccessful. Preference will be given to designated groups in line with the provisions of the Employment Equity Act; designated groups refer to black men/women, Indians, Coloureds, women, people with disabilities, who must be citizens of the RSA by birth or descent.