

VACANCIES

June 2019

**DIRECTORATE TECHNICAL SERVICES
SECTION: WATER SERVICES
MANAGER WATER SERVICES NETWORKS AND TOWNS – Ref nr: DTS003**

**BASIC SALARY: R479 844.00 – R622 860.00 p.a. [T16]
TOTAL COST TO COMPANY: R835 189.00 – R1 019 819.00 p.a.**

Job Purpose:

Manage, control and coordinate all the key performance areas related to Water and Sewer network to accomplish short, medium and long-term objectives. Manage the implementation and execution of specific functional procedures in order to ensure that acceptable standard of service is made available and maintained. Partake in corporate decision making involving new policy implementation, financial and functional planning in the area of responsibility, as member of the Management team of the Directorate: Technical Services.

Duties:

Identify and define the immediate, short and long term objectives and plans associated with the provision of Water and Sewer services; Prepare and coordinate operational plans and procedures associated in consultation with the Senior Manager; Responsible for operational management on Water and Sewer Services; Ensure that all capital projects of the department are implemented successfully; Responsible for supervision and performance management of staff; Analyse and interpret the information gained from asset management process with the view to rectify and propose alternative solutions; Prepare capital and operating estimates and control expenditure against approved budget allocations to support budget planning sequences; Responsible for relationship management and communication; Perform specific administrative and reporting procedures associated with the key performance and result indicators of the section; Manage adherence to appropriate health and safety regulations, standard operating procedures and legal requirements.

Requirements:

B degree in Civil Engineering or equivalent (NQF 7); Professional Registration in terms of Act 46 of 2000, sec 18 (1)(a)(i): Professional Engineer or sec 18 (1)(a)(ii): Professional Engineer Technologist; Valid Code B Drivers licence; Computer literacy (Ms Office, Civil Designer, Billcost); Proficiency in at least two of the official languages of the Western Cape; Good interpersonal skills; Must be able to perform independently; must be an analytical thinker; Good management, financial, human relations and communication skills; High level of responsibility; Attention to detail.

Experience:

5 years relevant managerial experience in water and sewer reticulation.

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3. The 2019/2020 annual salary increase will be effective with date of appointment.
4. It will be required of the recommended candidate/s to undergo pre-employment medical testing which will be arranged by the municipality.
5. To apply in assured confidence, please send your application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breedevally Municipality, Private Bag x3046, Worcester, 6849, or email to jobs@bvm.gov.za. For enquiries contact the Human Resource Office, Lielz Alberts at 023 348 4961.
6. It will be required to indicate the relevant reference number of the position on each application. Applications with no reference number will automatically be disqualified.

**All applications should reach us by
12 July 2019 at 12:00**

Please note that

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**DIRECTORATE TECHNICAL SERVICES
SECTION: CIVIL ENGINEERING SERVICES
SENIOR MANAGER CIVIL ENGINEERING – Ref nr: DTS001**

**BASIC SALARY: R479 844.00 – R622 860.00 p.a. [T16]
TOTAL COST TO COMPANY: R835 189.00 – R1 019 819.00 p.a.**

Job Purpose:

Responsible for strategic corporate decision making as member of the Strategic Management Team representing the Civil Engineering Services Division. Strategically involved in devising new policies, decision making, financial and functional planning and operation of the Division. Strategic management in planning and coordinating key performance areas of Civil Engineering Services which includes: Civil Engineering Services, Planning and Design, Engineering Contract Administration and Project Management. Responsible for the provision of a quality, safe and sustainable supply of civil and related services to all consumers within the Breede Valley Municipal Area within the framework of Council policies and the Occupational Health and Safety Act. This position will be reporting to the Director Technical Services.

Duties:

Planning and formulating policy, introducing and enforcing same in the Division, including the revision and development of policies regarding quality management systems and operational management strategies; Manage the Civil Engineering Services Division by ensuring effective systems, infrastructure and processes are devised and implemented to enhance service delivery; Responsible for budget control and risk management; Manage and monitor the implementation of procedures and systems associated with legal and statutory requirements; Management of performance, productivity and personnel in Civil Engineering Services; Manage the formulation of specific contracts, tender documents and control contractual obligations; Attend a variety of associated meetings, including: Civil Engineering Forum meetings and conventions, Workshops and inter related meetings and conventions, Portfolio committee meetings, Variety of internal and external meetings; Manage the implementation of procedures and systems associated with document flow, quality systems, statutory and audit requirements.

Requirements:

B degree in Civil Engineering or equivalent (NQF 7); Professional Registration in terms of Act 46 of 2000, sec 18 (1)(a)(i): Professional Engineer or sec 18 (1)(a)(ii): Professional Engineer Technologist; Code B drivers licence; Computer literacy (MS Office Applications, Civil Designer, Billcost); Proficiency in at least two of the official languages of the Western Cape; Good strategic leadership,

management, human relations, interpersonal and communication skills; High level of responsibility; Ability to handle conflict; Attention to detail.

Experience:

10 years relevant experience.

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**DIRECTORATE TECHNICAL SERVICES
SECTION: MUNICIPAL PLANNING
ERRATUM**

TOWN PLANNER – Ref nr: DTS015

BASIC SALARY: R369 696.00 – R479 844.00 p.a [T14]

TOTAL COST TO COMPANY: R549 812.00 – R692 099.00 p.a.

Job Purpose:

To provide a service to the public intergovernmental departments and planning consultants regarding land use planning applications, development and related matters, within the applicable legal framework. Liaising with relevant state departments and necessary organisations regarding development and development applications as well as providing input and coordination with the drafting and implementation of the SDF and planning policy documents as far as it relates to land use development.

Duties:

Ensure quality contextual spatial planning within the BVM jurisdiction; Ensure planning projects are monitored, deviations addressed and corrective measures introduced to curb non-conformance, poor quality and enabling successful project delivery; Implement LUPA and SPLUMA legislation in the facilitation of land development applications; Appoint competent professional service providers; Ensure legal compliance and ascertain the functionality of processes and staff; Understands the distribution of accurate spatial and legislative planning information; Ensure that new and existing built developments adhere to the scheme regulations; Ensure clear and purposeful planning policies and standards.

Requirements:

B degree in Town Planning; Professional Registered Town- and Regional Planner; Knowledge of Town Planning legislation (LUPA & SPLUMA); Code B drivers licence; Computer literacy (MS Office; ArcGIS), Good human relations, communication and interpersonal skills; Fluency in two of the official languages of the Western Cape

Experience:

3 years relevant experience

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**DIRECTORATE TECHNICAL SERVICES
SECTION: ELECTRICAL SERVICES
MANAGER ELECTRICAL SERVICES – Ref nr: DTS014**

**SALARY: R426 216.00 – R553 212.00 p.a. [T15]
TOTAL COST TO COMPANY: R748 995.00 – R 912 942.00 p.a.**

Job Purpose: To assist the Senior Manager Electrical Services to manage, control and evaluate the Electrical Services Department to ensure a safe, efficient, productive, economic and professional electrical service delivery to the community in the Breede Valley Municipal Area.

Duties: Assist the Senior Manager Electrical Services with the management and planning of the section's activities on a daily basis; Supervising, leading and guiding personnel; Assist to evaluate and submit Electrical Engineering reports and make recommendations where applicable; Monitor existing systems and procedures in the office and implement improved changes and adjustments; Provide input regarding the compilation of the Section's budget and make recommendations in respect of budget control; Conduct regular site inspections to monitor work carried out and monitor Occupational Health and Safety Act compliances; Ensure all correspondence received is attend to; Responsible for technical and engineering duties; Responsible for the operational and maintenance of all electrical infrastructure; Evaluate the daily faults and breakdowns – Electricity outages to consumers; Analyze all job functions and formulate new and effective safe, economic and efficient methods to improve electrical services; Manage the equipment use for electricity distribution and reticulation networks to ensure the prolonged life and operational cycles thereof; Manage the section's staff training programme to ensure the development of all staff within the section; Manage all aspects of SABS 0142 & NRS047 & 048 with reference to new consumers wishing to connect to the Municipality's service; Scrutinize and monitor Eskom bulk purchases of electricity to limit technical and other operational losses and provide written feedback to the Senior Manager Electrical Services.

Requirements: Relevant B degree in Electrical Engineering or equivalent NQF 7; Government Certificate of Competency as a Electrical Engineer; Professional Registration in terms of Act 46 of 2000, sec 18 (1)(a)(i): Professional Engineer or sec 18 (1)(a)(ii): Professional Engineer Technologist; Code B drivers licence; Project Management skills; Negotiating skills; Attention to detail; Supervisory skills; Good interpersonal skills; Be able to work independently; Computer literacy; Proficient in two of the official languages in the Western Cape; Report writing skills; Strategic and discretionary skills; Managerial skills.

Experience: 5 years relevant experience as an Electrical Engineer in a local government environment.

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**DIRECTORATE TECHNICAL SERVICES
SECTION: FLEET MANAGEMENT
MANAGER FLEET MANAGEMENT – Ref nr: DTS002**

**SALARY: R426 216.00 – R553 212.00 p.a. [T15]
TOTAL COST TO COMPANY: R748 995.00 – R 912 942.00 p.a.**

Job Purpose: Manage and co-ordinate the key performance areas and result indicators associated with the Municipality's: Mechanical Workshop and municipal fleet. Manage the operational requirements through investigation, analysis and interpretation against the capacity and capability of the section to accomplish immediate, short, medium- and long-term objectives. Manage the implementation and execution of specific administrative procedures in order to ensure that an acceptable standard of service is made available. Manage the compliance to Occupational Health and Safety requirements as well as statutory responsibilities in the execution of duties within the ambit of the post.

Duties: Manage the development and maintenance of the Municipality's vehicle fleet and Mechanical Workshop; Responsible for the operational management of the Municipality's fleet and Mechanical Workshop; Plan, control and organize the planned preventative and corrective maintenance of relevant assets in order to maximize its lifespan and promote safety, monitoring progress and inspecting completed work to ensure that required standards are achieved and remedial work is undertaken to prevent failure and loss of plant and equipment; Manage the formulation of specific contracts and tender documents and controls contractual obligations; Prepare capital and operating estimates, and control expenditure against approved budget allocations to support budget planning sequences; Compile monthly and annual transport statistics and reports pertaining to divisional maintenance activities (maintenance work carried out etc); analysing data and forward recommendations to the immediate superior on procedural enhancements; Manage the administration of the Fleet and Mechanical Workshop; Establish, implement and monitor safe working practices and procedures and perform and record routine safety inspections on equipment and work sites and ensuring that the fleet, machinery and equipment conform to health and safety regulations to minimize any danger or accidents.

Requirements: Appropriate degree in Engineering or Transportation Management; Code B drivers licence; Computer literacy; Good interpersonal skills; Be able to work independently; Be an analytical thinker; Good management, financial, human relations, interpersonal and communication skills; Proficiency in at least two of the official languages of the Western Cape;

Ability to give attention to detail.

Experience: 5 years relevant experience in a similar managerial capacity.

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