



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: FINANCIAL SERVICES
DIVISION: LOGISTICS & FLEET MANAGEMENT
LOCATION: WORCESTER**

**GENERAL ASSISTANT (MECHANICAL WORKSHOP) X1
(PERMANENT)**

BASIC SALARY: R 118 809.47 – R 140 271.92 per annum [T3]

TOTAL COST TO COUNCIL: R 169 498 – R 197 401 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: FS/LFM/MW01/0224

Job Purpose: Performs labouring activities associated with providing support during mechanical repair and maintenance works by holding parts and components during repair and replacement works, washing, cleaning and/ or lubricating movable parts/ components, checking and filling fluids to specified levels, repairing damaged/ punctured tyres and attending to general housekeeping and tools and equipment storage and care activities.

Duties: • Receiving instructions/ guidance from the immediate superior on requirements and tools necessary for specific works, locating/retrieving items from workshop store and preparing work bays. • Providing support to Artisan during the mechanical repair sequence, holding components and parts in position to enable removal/ replacement. • Flushing water systems and replacing anti-coolants and/ or cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts using high pressure hoses. • Washing vehicles and plant, removing oil and grease stains from bodywork using high pressure hoses and/ or reporting visible defects (missing/ poorly fixed cover plates, water leaks, etc.). • Cleaning work-bays using pressurized cleaning systems. • Placing and stacking tools in allocated positions according to size and type references. • Packing, removing and isolating defective parts and components from the workshop area using trolley jacks to transport items to demarcated zones. • Performing general housekeeping functions in respect of the building of the Mechanical Workshop.

Minimum Requirements:

- Basic Literacy.
- 0 - 1 years' experience required.

Other Requirements:

- Fluency in at least (two) 2 of the three (3) official languages of the Western Cape.

Competencies: *(For a detailed description of competencies, read competency level 1 from page 522 - 530 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>*

Functional/ Professional Competencies: Managing Work, Workplace Safety, Task Accountability, Quality Orientation, Oral Communication.

Public Service Orientation Competencies: Service Delivery Orientation, Interpersonal Relationships, Communication.

Personal Competencies: Action Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation, Impact and Influence, Team Orientation.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered:*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link: <https://bvmjobs.mcidirecthire.com>**
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. Candidates will be subjected to medical examination.
8. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **01 March 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.