



**(INTERNAL & EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: COMMUNITY SERVICES  
DIVISION: COMMUNITY FACILITIES  
SECTION: SPORT GROUND & SWIMMING POOLS  
LOCATION: WORCESTER**

**FOREMAN: SPORT GROUNDS & SWIMMING POOLS  
(PERMANENT)**

**BASIC SALARY: R 271 001.74 – R 351 730.32 per annum [T10]**

**TOTAL COST TO COUNCIL: R 381 997 - R 486 074 per annum**

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

**Ref: CS/CF/SGSP01/0823**

**Job Purpose:** Coordinates and control the operations of the swimming pools and sport grounds in the Breedee Valley area through the application of laid down procedures with respect to the monitoring, checking and correcting facilities performance, controlling of the activities of personnel and providing guidance on applications in order to ensure optimum functionality levels are maintained and, downtime and disruptions to services minimized through the introduction and execution of appropriate corrective measures.

**Duties:** Prioritising of maintenance programs for the pools and sport grounds. • Maintaining staff discipline and dealing with disciplinary and grievance interventions timeously, fairly and in terms of established policies and procedures. • Participating in operational discussions/meetings and elaborating/ presenting factual information to support the status of treatment activities, progress/constraints/quality and cost dimensions associated with current installation and maintenance programmes or urgent works. • Participating in the stock taking processes in conjunction with the financial audit section by making available information, schedules and/or identifying stock positions, products, and items for counting and verification, etc. • Submit monthly reports to the Manager. • Monitor operating expenditure votes within the Swimming pools and Sportsgrounds with the view to identifying, investigating, and notifying the section Manager of variances and outcomes. • Ensuring that all the administration relating to the refuelling of the designated vehicle is in accordance with the applicable Municipal Policy and Procedures. • Ensure all staff adhere to standard operating procedures and instructions when utilizing equipment.

**Minimum Requirements:** Grade 12 and NQF level 2 in water treatment. 3-5 Years relevant experienced required. Code EB driver's licence. Basic computer literacy: MS Word/ Excel).

**Other Requirements:** Proficiency in at least two (2) of the three (3) official languages of the Western Cape. Good human relations, interpersonal, and communication skills. Proven Supervisory skills, and good technical skills. High level of responsibility. Numerical and analytical skills.

**Competencies:** (For a detailed description of competencies, read competency level 2 from page 707/719 / 770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Professional Competencies:** Problem Solving, Planning and Organising, Organisational Awareness.

**Functional Competencies:** Discipline Specific Skills, People Management, Task Management, Workplace Safety, Budgeting.

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

**Personal Competencies:** Action and outcome Orientation, Resilience, Accountability and Ethical Conduct.

**Management / Leadership Competencies:** Team Orientation, Direction Setting, Coaching and Mentoring, Impact and Influence.

**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. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address: [ssatarein@bvm.gov.za](mailto:ssatarein@bvm.gov.za) / [mntukulo@bvm.gov.za](mailto:mntukulo@bvm.gov.za) / [mmbiza@bvm.gov.za](mailto:mmbiza@bvm.gov.za)**
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. 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 September 2023 at 13:00.**

**The Municipality reserves its right not to make an appointment.**