



**DIRECTORATE: PUBLIC SERVICES**  
**DIVISION: WATER SERVICES**  
**SECTION: WATER TREATMENT AND WASTEWATER TREATMENT**  
**LOCATION: DE DOORNS (WWTW)**

**PROCESS CONTROLLER (PERMANENT)**  
**SALARY: R180 206.43 – R233 861.38 [T7] Ref: PS/WS04/092022**

**Job Purpose:** Responsible for the treatment of wastewater through the application of standard operating procedures controlling plant performances. Conducting of tests and executing approved corrective measurements to address deviations. Attending to the removal and disposal of debris from components and/or operating sections of the plant. Ensure process outcomes complies with the standards and prescribed specification and optimum operating functionality is maintained. Working together with management and laboratory regarding wastewater treatment in order to comply with licence or permit conditions as prescribed and enforced by Department of Water and Sanitation (DWS).

**Duties:**

- Conducting observation over treatment processes and ensures the objectives of each unit process are met and or optimized. Inspection of plant equipment and maintaining their effective working order.
- Inspect facilities and surrounds and report defects and maintenance requirements to the immediate superior. Ensure quality effluent water and accurate results are being produced.
- Control the adjustment of systems and operation of plant and the control of pH, Alkalinity, MLSS, Nitrates and the application of chlorine gas as disinfection.
- Liaise with the immediate superior with regards to operational and professional needs.
- Participate in operational discussions / meetings and elaborating / presenting factual information to the immediate superior in order support the status of activities, progress and constraints.
- Interpret laboratory results and implement correct adjustments to the treatment process.
- Communicating with immediate superior, verbally transmitting information on plant performance, condition and outcomes and or executing specific instructions to address deviations or disruption to process.
- Optimise wastewater treatment processes to comply with effluent standards and ensure quality control.
- Responsible for the cleaning of Wastewater Treatment units and spillages.
- Ensure laid down procedures and / or instructions are applied and complied with during the treatment process.
- Collect samples and perform operational process tests such as pH, alkalinity, ammonia etc. and make adjustments according to the results.
- Collecting wastewater samples and deliver to laboratory for compliance analysis.
- Conduct free chlorine test and adjust dosing to ensure the water is disinfected in accordance with regulatory standards.
- Determine the cause of any process deviation / problem and rectify.
- Ensure the wastewater treatment plant's effluent complies with permit conditions.



- Operate and maintain mechanical and non-mechanical equipment. Monitor quality of maintenance reparations. Ensure that all technical equipment is well maintained and in a good operating condition, and all deviations are immediately attended to.
- Oversee the operations at the pump stations.
- Ensure that the pump stations performed optimally.
- Safekeeping of all materials and equipment.
- Ensure proper maintenance of equipment and asset control.
- Record influent and effluent flow readings to calculate daily flows.
- Ensure accurate operational and maintenance information is maintained and available on request.
- To keep the administration up to date and monitor the daily treatment process.
- Leading and guiding staff. Delegate sub-ordinates outputs in liaison with the immediate superior.
- Delegating work and motivate subordinates by regular interaction.
- Ensure that the section functions effectively.
- Checking the oil, water, tyre pressure, fuel level, etc. of the designated vehicle.
- Recording each trip on an individual basis on the designated Vehicle Log Sheet.
- Ensure a well-maintained designated vehicle and the accurate capturing of kilometres in accordance with the laid down Procedures, Policies, and guidelines.
- Ensure the safety of staff in terms of wastewater activities.

**Requirements:** Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment; Trade related qualification: Operators certificate/ Waste water Treatment practice (N3); and Code EB Driver's License.

**Experience:** 1 - 2 years' relevant experience required.

**PLEASE NOTE:**

1. Please read the conditions carefully, only those who comply with the conditions 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. To apply in assured confidence, please do so on the e-mail address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za) .
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>. Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), **Non completion of the BVM application form will automatically disqualify your application.** certified copies of qualifications, covering letter and driver's licence.**
5. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government : Municipal Staff Regulations.
6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: [ssatarein@bvm.gov.za](mailto:ssatarein@bvm.gov.za) and [mntukulo@bvm.gov.za](mailto:mntukulo@bvm.gov.za) .**
7. **Candidate will be required to work shifts, only as and when required.**
8. **Candidate will be required to complete a written assessment.**

All applications should reach us by **14 October 2022 at 13:00**

**Please note that:**

- **A practical evaluation will be done during the day of interviews.**
- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.



- Fraudulent qualifications documentation will immediately disqualify any applicant.

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



## COMPETENCIES REQUIRED

### Core Professional Competencies

- Communicates information in the appropriate language.
- Asks questions to clarify any task or process related uncertainties.
- Communicates potential risks and hazardous information in a projected tone.
- Able to participate in conversation with colleagues and members of the public.
- Follows basic instructions and understand information as contained in written communication.
- Able to clearly transcribe information into its relevant format.
- Able to respond in writing to basic types of communication
- Able to identify basic problems within a work process.
- Demonstrate the ability to solve standard operational problems.
- Able to determine when to escalate a problem at hand.
- Understands the potential impact of problems to own working environment.
- Demonstrates the ability to make decisions in a timely manner.
- Makes sound decisions by exercising judgment in accordance to the knowledge, skill and experience.
- Carefully considers all aspects pertaining to the matter for decision making.
- Demonstrates the ability to plan and prioritize tasks efficiently.
- Able to work within planned timeframes and complete tasks.
- Follows procedures as prescribed in policy and standard operating procedures.
- Brings potential issues of conflict to the attention of the supervisor.
- Aware of resources available to resolve minor ethical issues

### Functional Competencies

- Displays a satisfactory level of technical and professional skill or knowledge of relevant process.
- Identifies task specific problems and analyses all factors that influence the solution.
- Practices and encourages good work ethos in individual and team capacity.
- Demonstrates a clear focus on tasks to ensure an uninterrupted process (sound, activity).
- Able to work independently.
- Able to prioritise work tasks and execute them efficiently.
- Demonstrates time management to tasks
- Demonstrates consistency in work ethic.
- Requests clarification about any work-related concerns
- Demonstrates general operational knowledge of the functionality of plant equipment.
- Demonstrates the ability to use basic technology and equipment applicable to work tasks.



- Able to identify general malfunctions or error codes of technology and equipment.
- Accurately and carefully follows established procedures, standards and regulations for completing work tasks; Demonstrates ability to accurately identify any errors relating to work tasks through appropriate checks; Achieves thoroughness and accuracy when completing a task; Able to perform basic corrective quality measures.
- Adheres to Health and Safety rules; Carries out activities to maintain a safe and clean environment in accordance to Health and Safety requirements; Wears all safety clothing and safety equipment; and Has general knowledge of the procedures of identifying unsafe conditions, hazardous materials and possible danger.
- Supports work initiatives and recognises the importance of cooperation with seniors; and Demonstrates good team ethos.

#### Public Service Orientation Competencies

- Shows a commitment to excellence and quality; Meets deadlines; and Is friendly and responsive to community members when dealing with service delivery issues.
- Gets on well with others; Communicates effectively; Co-operates with others; and Appears optimistic and positive.
- Able to understand basic verbal instructions from supervisors and colleagues; Checks own understanding of tasks and expectations to avoid making mistakes; and Understands basic technical jargon.
- Shows a commitment to excellence and quality; Meets deadlines; and Is friendly and responsive to community members when dealing with service delivery issues.

#### Personal Competencies

- Willing to take on new challenges; Is a self-starter; Drive to meet deadlines; Initiates contact with others; and Motivated and energetic.
- Accepts criticism about performance in stride, while maintaining work standards; and Attempts to improve, despite setbacks or other constraints
- Shows a willingness to learn; and Copes effectively with change.
- Shows strong analytical reasoning; Strong attention to detail; and Works within a relatively structured environment
- Shows willingness to learn new things and acquire knowledge; Engages in regular external activities; and Seeks ongoing support for own limitations (e.g. from coach or mentor).