



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

**PROCESS CONTROLLER (PERMANENT)**  
**SALARY: R180 206.43 – R233 861.38 [T7] Ref: PS/WS05/092022**

**Job Purpose:** Responsible for the purification of wastewater through the application of standard operating procedures controlling plant performances, conducting of tests and executing approved corrective measurements to address deviations and, attending to the removal and disposal of debris from components and/or operating sections of the plant to 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 the South African National Standards (SANS) as prescribed and enforced by The 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 be attended to.
- Ensure quality effluent water and accurate results are being produced.
- Liaise with the immediate superior with regards to operational and professional needs.
- 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.
- Adhere to the Health and Safety Regulations as set out in Council Policy in accordance with the Occupational Health and safety act (OHSA)
- Ensure laid down procedures and / or instructions are applied and complied with during the treatment / purification process. Ensure the wastewater treatment plant's effluent complies with the national standards of Department of Water and Sanitation.
- Operate mechanical and non-mechanical equipment.
- Monitor quality of maintenance repairs.
- Regularly conduct inspection on plant and equipment and report to the Supervisor if any needs for emergency / immediate repairs.
- Adjusting mechanical control settings to regulate levels to enable destruction of bacteria and or activating or deactivating pumps / motors to commence / stop the movement of treated –or untreated wastewater.
- Monitoring and reporting of the Telemetry systems with regards to the Wastewater Treatment Plant's operational functions. Monitor effluent quality.
- Ensure that all technical equipment is well maintained and in a good operating condition, and all deviations are immediately attended to.

- Record influent and effluent flow readings to calculate daily flows.
- Record machinery readings to determine their corrective functioning and operations.
- Record DO, pH and temperature readings.
- Evaluating of operation and test reports, record keeping and transit adjustments.
- Logging specific activities or outcomes associated with processes in registers indicating time, incidents or occurrence and action, and forwarding updated records for verifications in writing/ electronic format.
- 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. Ensure all staff wear appropriate PPE when performing duties.
- Ensure all staff adhere to standard operating procedures and instructions when utilizing equipment.
- Compiling up-to-date-records of material safety data sheets (MSDS) for chemicals/reagents
- to 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 Wastewater treatment; Trade related qualification: Operators certificate/ Wastewater 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.**
8. **Candidate will be required to complete a written assessment.**

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

**Please note that:**

- 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, style and uses correct technical terms.
- Communicates potential risks and hazardous information in a projected tone; and
- Able to respond in writing to basic types of communication
- Carefully considers all aspects pertaining to the matter for decision making.
- Demonstrates the ability to plan and prioritize tasks efficiently; and
- 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; and
- 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; and
- 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;
- Requests clarification about any work-related concerns
- Able to identify general malfunctions or error codes of technology and equipment.
- 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.
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### 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 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).