



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: PUBLIC SERVICES
DIVISION: PUBLIC WORKS
LOCATION: DE DOORNS**

**SUPERINTENDENT: DE DOORNS
(PERMANENT)**

**BASIC SALARY: R 377 657.42 – R 490 207.62 per annum [T12]
TOTAL COST TO COUNCIL: R 543 175 – R 688 278 per annum**

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

Ref: PS/PW/PW01/0723

Job Purpose: Co-ordinates and manage the operations of the Public Works Section (De Doorns) including Solid Waste Management, Roads and Storm water, maintenance of Parks and Open Spaces, Cemeteries and Buildings through the application of laid down procedures.

Duties: Communicating with the immediate superior and establishing technical details/specifications and requirements for specific projects and related maintenance works • Coordinating and controlling the construction, repair and maintenance of roads and storm water networks, Removal of Solid Waste and Area Cleaning, Parks and Cemeteries, Public Toilets and Building Maintenance • Monitoring the execution of work sequences and priorities against laid down timeframes. • Inspecting landfill site operations and ensure the correction of deviations • Communicating work sequences from work orders/plans to maintenance personnel on site • Establish repair requirements after inspection of buildings and facilities • Monitoring/reviewing capital and operating expenditure of the Section and implementing various checks and balances with a view to identifying, investigating and notifying the immediate superior/line manager of variances and outcomes • Monitoring attendance and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel • Checking and validating information/documentation (works orders, requisitions, time and attendance schedules, etc.) pertaining to specific operational activities against field reports, work orders and other instructional based documentation prior to approving and submitting for further processing • Liaise with the internal and external stakeholders • Evaluating the operating functionality and condition of vehicles, plant and equipment and the status and movement trends with respect to stock items • Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents.

Minimum Requirements: Grade 12 or equivalent technical qualification, and Computer Literacy: MS Office. 3 - 5 years' relevant experience required.

Other Requirements: Code B Driver's Licence. Proficiency in at least 2 of the 3 official languages of the Western Cape.

Preferred Requirements: Relevant National Diploma in Civil Engineering

Competencies: (For a detailed description of competencies, read competency level 3 from page 707 / 719 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core 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, Ethics and Accountability.

Management/Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring, 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. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address:** ssatarein@bvm.gov.za / mntukulo@bvm.gov.za / 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 **11 August 2023 at 13:00.**

The Municipality reserves its right not to make an appointment.