



Scan to apply:



**(RE-ADVERTISEMENT)**

**DIRECTORATE: PUBLIC SERVICES**  
**DIVISION: PUBLIC WORKS**  
**SECTION: PARKS AND CEMETERIES**  
**LOCATION: TOUWSRIVIER**

**SUPERVISOR / DRIVER: PARKS AND CEMETERIES**  
**BASIC SALARY: R189 937,58 – R246 489,90 per annum [T7]**  
**TOTAL COST TO COUNCIL: R 277 419 – R 350 396 per annum**  
*(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)*  
**Ref: PS/PW/PCT/1123**

**Job Purpose:** Performs supervisory activities associated with monitoring and reporting on the progress and execution of specific maintenance work of parks, open spaces and cemeteries in accordance with laid down instructions.

**Duties:**

- Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping, hoisting etc.)
- Supervise the maintenance of parks and open spaces
- Oversee the spraying of weeds on sidewalks, open spaces, parks, cemeteries, center islands and spraying of trees for pests and diseases
- Ensure the pruning and cutting of trees and roots, planting and staking of trees and picking up of branches and/ or items lying in open spaces
- Discussing and scheduling priorities (site visits, etc.) and clarifying specific requirements for allocation and execution at sites
- Manage the maintenance activities at the grave sites
- Ensure that timesheets and attendance registers are completed by sub ordinates
- Compile and write incident reports e.g. injury on duty, theft, vehicle accident
- Supervising personnel / subordinates and temporary employees
- Attend to grievance and informal disciplinary hearings and recommend appropriate disciplinary action
- Ensuring that the designated vehicle is kept in a neat and tidy condition
- 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 wear appropriate PPE when performing duties
- Ensure all staff adhere to standard operating procedures and instructions when utilizing specific machinery and equipment
- Ensure all staff adhere to instructions pertaining to chemicals and reagents used.

**Minimum Requirements:** Grade 10; Basic literacy; Driver's licence code C1 and PrDP; 1-2 years of relevant experience.

**Other requirements:** Supervisory skills; Good interpersonal and communication skills; Ability to work independently; Attention to detail; and Proficient in at least two (2) of the three (3) official languages in the Western Cape.

**Competencies:** (For a detailed description of competencies, read competency level 4 (Driver Grade 2) from page 522 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Functional Competencies:** Vehicle Safety, Driving Behaviour, Learning Orientation, Quality Orientation

**Public Service Orientation Competencies:** Interpersonal, Relationships, Service Delivery Orientation, 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. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: [jobs@bvm.gov.za](mailto:jobs@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 **24 November 2023 at 13:00.**

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