



**BREEDE VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

**DIRECTORATE: PUBLIC SERVICES**  
**DEPARTMENT: MUNICIPAL PLANNING AND BUILDING CONTROL**  
**LOCATION: WORCESTER**

**BUILDING INSPECTOR [PERMANENT]**  
**SALARY: R 257 117.40 – R333 709.98 pa [T10] Ref: SSS/ASS01/082022**

**Job Purpose:**

- To inspect building works on site, scrutinize building plans and make recommendations related to building control to various stakeholders within the jurisdictional area of Breede Valley Municipality in order to ensure that building works comply with standards, procedures, regulations and specifications in terms of National Building Regulations and Standards Act.

**Duties:**

- Inspections of excavations for foundations, roofs, sewerages etc. to ensure compliance with relevant legislation
- Make recommendations regarding building plan applications, as and when required
- Monitoring of all building work and notices illegal building work
- Following up on illegal building and preparing Municipal Court documents
- Dealing with the general enquiring with regards to building activities and standards
- Assist the public with building enquiries telephonically and over the counter

**Requirements:**

- According to the National Building Regulations and Standards Act : 103 of 1977 : Article A16 – National Diploma in any of the 5 disciplines: Civil Engineering  
Structural Engineering  
Architecture/Building Management  
Building Science/Building Surveying  
Quantity Surveying

**Other Requirements:**

- A valid Code B Driver's license.
- Proof of clean criminal record and eligible to register as a Peace Officer (Law Enforcement Officer).
- Knowledge of National Building Regulations and Building Standards Act 103 of 1977, policies and other applicable legislation.
- Computer literacy (MS Word / Excel).
- Building Site Supervisory Skills.
- Good interpersonal and communication skills.
- Be able to work independently.
- Good people skills, writing, and calculating skills.
- Negotiating and Conflict Handling Skills.
- Proficient in at least two of the 3 official languages of the Western Cape. Attention to detail.

**Experience:** 3 Years relevant experience.

**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/>).** **Non completion of the BVM application form will automatically disqualify your application.** Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), 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) .**

All applications should reach us by **09 September 2022 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.**

# BUILDING INSPECTOR

## COMPETENCIES

### Functional Competencies

- Initiates self-directed activity within the patrol area; Able to apply knowledge of local non-criminal statutes and regulations for minimising community safety issues; Controls critical incidents using standard operating procedures; Exercises judgement in stressful conditions; and Ensures safety of others whilst using force.
- Identifies and takes action to deal with the issues and needs of different groups within the community; Actively influences the way different ethnic groups view the police and law enforcement services; Encourages officers and staff to learn about the issues affecting their local area; Finds ways of helping people to understand the different points of view within the community.
- Takes a systematic approach to gathering information; Gathers different versions of events to build up a picture of a situation; Carries out research to identify relevant facts that are not immediately available; Identifies inconsistencies in information; Checks information to make sure it is correct; Takes account of all information however small it is; Analyses information carefully to make sure it has not been misunderstood; Makes sure that decisions are made using as much reliable information as possible; Assesses and takes account of risk when making decisions; Finds new ways of solving problems; and Considers the views and motives of everyone involved when drawing conclusions.
- Handles objections by acknowledging issues and suggesting alternatives; Involves people who have positive attitudes to get commitment from others; Sets clear negotiating aims and outcomes; Understands the negotiating position of others and considers them; and Makes sure that everyone involved are satisfied with agreements that have been reached.
- Demonstrates competencies from level 1; Identifies and evaluates risks involved in alternative courses of action; and Recommends appropriate course of action to supervising practitioners.

### Professional Competencies

- Understands and internalizes the municipality's priorities and goals; In-depth knowledge of municipality's policies and procedures; Knowledge and understanding of the municipality's functional directorates; Understands priorities, goals and issues of local government; Understands local government policies and legislation; and Understands the issues impacting service delivery.
- Takes a systematic approach to gathering information; Gathers different versions of events to build up a picture of a situation; Takes account of all information however small it is; Analyses information carefully to make sure it has not been misunderstood.
- Perform data analysis in monitoring and reporting templates checking for anomalies that is indicative of obvious errors or concerns; and Identifies concerns and improvement areas that need to be addressed in terms of monitoring data.

### Public Service Orientation Competencies

- Relates to people at all levels of the organisation; Shows confidence in engagement with internal and external stakeholders; Accurately captures others' expectations, ideas and concerns; and Encourages and considers inputs of others.
- ; Clearly communicates decisions and the reasons behind them; Produces well-structured reports and written summaries; and Able to provide accurate, clear testimony in a court of law.
- Professional in interaction with general public and stakeholders.

### Personal Competencies

- Shows enthusiasm to take on new projects; Willing to take on new challenges; Is a self-starter; Drive to meet deadlines; and Initiates contact with others.
- Shows a willingness to learn.
- Shows willingness to learn new things and acquire knowledge; Puts new knowledge, understanding or skill to practical use on the job; Seeks ongoing support for own limitations (e.g. from coach or mentor); Understands own strengths and weaknesses and takes action to close knowledge / skills gap; and Learns from experience – does not repeat mistakes.
- Honours the confidentiality of matters and does not use it for personal gain or the gain of others;.

### Management/Leadership Competencies

- Shows initiative and confidence in dealing with others; Able to work in a multi-disciplinary team; and Shares information and collaborates easily with others.
- Sets out work for others in a well-planned and organised manner.