



**DIRECTORATE: COMMUNITY SERVICES  
DEPARTMENT: COMMUNITY FACILITIES**

**SEASONAL SWIMMING POOL POSITIONS**

**SWIMMING POOLS**

**LOCATION:**

**WORCESTER: Ref: CS/CF01/WOR/082022**

**TOUWSRIVIER: Ref: CS/CF01/TR/082022**

**CASHIERS; SWIMMING POOL (CONTRACT)  
SALARY: R 126 883.71 – R163 899.54 pa. [T5]**

**Job Purpose:** Performs tasks/activities associated with the receiving and receipting of payments for entry to the Swimming Pools by the public, reconciling total collection against receipts and preparing schedules for verification prior to forwarding cash for depositing.

**Duties:** Collect entrance money from the public to enter the swimming pool area; performing cash up activities on daily basis; Responsible for the safekeeping of monies received during the day; Adhere to complaints from the public and divert unsolved matters to the Caretaker/Assistant Caretaker; Render a help desk service to the Community and assist where possible.

**Requirements:** Gr 12; Computer literate; Good interpersonal and communications skills; Good calculating skills; Be able to work independently; Proficient in at least two of the three official languages in the Western Cape; Attention to detail.

**Experience:** 6 months 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/>.**
5. **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, and covering letter.
6. Any candidate appointed at the **Breedee 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.
7. **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.
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**The Municipality reserves its right not to make an appointment.**



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## **SEASONAL SWIMMING POOL POSITIONS**

### **SWIMMING POOLS**

#### **LOCATION:**

**WORCESTER: Ref: CS/CF02/WOR/082022**

**TOUWSRIVIER: Ref: CS/CF02/TR/082022**

**CLOAKROOM ATTENDANT [CONTRACT]**  
**SALARY R 112 722.46 – R133 085.32 pa. [T3]**

**Job Purpose:** To provide an efficient service in the functioning of the Basket room and responsible for the maintenance of the basket room at the Swimming Pools.

**Duties:** Collect the assets of the public and put in the baskets; Conduct regular inspections in the cloakrooms and report any deviations or shortcomings to the Assistant; Report damages and lost properties and request the maintenance thereof; Ensure a clean and hygienic locker room area for the public and the Swimming Pool area at large.

**Requirements:** Ability to read and write; Good interpersonal and communication skills; Proficient in two of the three official languages in the Western Cape; Be able to work independently

**Experience:** 6 months relevant experience

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**SWIMMING POOLS**

**LOCATION:**

**WORCESTER: Ref: CS/CF03/WOR/082022**

**TOUWSRIVIER: Ref: CS/CF03/TR/082022**

**LIFESAVERS [CONTRACT]**

**Salary: R 149 004.61 – R193 440.21 p.a.[T6]**

**Job Purpose:** Responsible For monitoring the safe usage of pool and the maintaining of order at the pool facility and providing first aid to patrons in specific circumstances.

**Duties:** Ensure a safe swimming environment at all times to pool users: ensure work sites are cleaned and safe for public use and equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions.

**Requirements:** Grade 12, Valid accredited Level 1: Life Guard Certificate, Valid accredited Level 1: first aid Certificate, Good LifeGuard skills, Knowledge of CPR and emergency medical procedures , Good interpersonal and communication skills, Proficient in at least 2 of the 3 official languages in the western cape , be able to work independently. Candidates with proven skills and knowledge of life saving duties will be afforded with opportunity to acquire the Accredited Level 1 and Life Guard Certificate.

**Experience:** 12 months relevant experience

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**LOCATION:**

**WORCESTER: Ref: CS/CF04/WOR/082022**

**TOUWSRIVIER: Ref: CS/CF04/TR/082022**

**GENERAL ASSISTANT [CONTRACT]**

**Salary: R 112 722.46 – R133 085.32 p.a.T3**

**Job purpose:** Undertakes activities associated with maintaining the cleanliness of swimming pools and surrounding areas in accordance with laid down instructions and supporting acceptable standards of service delivery.

**Duties:** Receiving verbal instruction from the Assistant Caretaker on the work programme and/or maintenance and cleaning priorities related to specific facilities; Cleaning, maintaining of swimming pools; Replacing items (toilet rolls). Checking and reporting defective items to the Caretaker for attention; Adhere to all safety procedures; Support the Assistant Caretaker with crowd control by ensuring that patrons are complying with the rules and regulations; Carry out cleaning operations; Perform cleaning and store duties.

**Requirements:** Grade 8; Machine operating skills; Basic life skills; Attention to detail; Proficient in at least two of the three official languages in the Western Cape

**Experience:** 6 months relevant experience

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## **GENERAL ASSISTANTS**

### **COMPETENCIES REQUIRED**

#### **Functional/ Professional Competencies**

- Performs routine work;
- Takes basic instruction;
- Keeps tools safe; and
- Stores tools.
- Understand signs;
- Fill in a timesheet; and
- Follow a work-roster
- Use tools safely; and
- Stores tools safely.
- Communicates basic instructions to peers; and
- Receive and understand instructions correctly.

#### **Public Service Orientation Competencies**

- Shows a commitment to excellence and quality;
- Is friendly and responsive to community members/public;
- Communicates effectively;
- Co-operates with others;
- Appears optimistic and positive;
- Communicates effectively both verbal and written
- Is able to compile routine correspondence / documents and keeps relevant record; and
- Uses appropriate style and format to communicate to internal and external clients (

#### **Personal Competencies**

- Shows enthusiasm to take on tasks;
- Enjoys working hard
- Shows initiative;
- Displays a drive to do things better;
- Handles difficult situations effectively
- Demonstrates honesty, keeps commitments and behaves in a consistent manner;
- Deserving of respect from peers and supervisors;
- Makes positive impact and comes across as confident and competent;
- Tactfully confronts and corrects others when necessary;
- Fosters team work and collaboration (operators and drivers); and
- Has credibility with staff (operators and drivers).
- Co-operates and works well with others;
- Shows consideration towards others;
- Seen to be reliable and dependable;
- Shows initiative and confidence in dealing with others; and
- Participates actively as a member of a team.

## **LIFESAVERS**

### COMPETENCIES REQUIRED

#### Core Professional Competencies

- Understands the range of clients to be served;
- Maintains clear communication with clients regarding mutual expectations and ensures client satisfaction;
- Takes personal responsibility for providing excellent service quality; and
- Obtains as much information as is appropriate on all aspects of a problem;
- Able to distinguish and separate relevant and important information;
- Identifies and links causes and effects;
- Identifies what can and cannot be changed;
- Takes a systematic approach to solving problems;
- Remains impartial and avoids jumping to conclusions;
- Refers to by laws and procedures as necessary, before making decisions; to others;
- Communicates effectively with colleagues and clients.
- Alert to potential conflicts of interest and follows procedures to deal with conflicts;
- Understands and follows municipal policies and legislation;

#### Functional/ Professional Competencies

- Attends to problems situations as required;
- Responds to emergency calls / signals promptly and effectively;
- Recognises unusual activity and intervenes appropriately;
- Understands policies and regulations governing lifeguarding;
- Assesses emergency situations and calls for support as necessary; and
- Maintains control over individuals transgressing any by-laws.
- Able to establish rapport and gets on with others;

#### Public Service Orientation Competencies

- Able to establish rapport and gets on with others;
- Communicates effectively; and
- Acknowledges contributions of others
- Demonstrates effective oral and written communication; and
- Communicates effectively with colleagues and clients.
- Committed to excellence; and
- Keeps commitments and promises in undertaking tasks and meeting deadlines
- Displays a customer focus;
- Is reliable and delivers on time;
- Establishes rapport with customers; and
- Responds to client needs timeously.

#### Personal Competencies

- Shows enthusiasm to take on new projects.
- Accepts criticism about performance in stride, while maintaining work standards.
- Shows emotional resilience and handles difficult situations effectively; and
- Continues to attempt 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
- Engages in regular external activities.