



**DIRECTORATE: PUBLIC SERVICES
DEPARTMENT: PARKS & CEMETERIES
LOCATION: WORCESTER**

**SUPERVISOR DRIVER [PERMANENT]
SALARY: R 180 206.43 – R233 861.38 pa [T7] Ref: PS/PC01/082022**

Job Purpose: Performs supervisory tasks/ activities associated with monitoring and reporting on the progress and execution of specific maintenance work of parks and open spaces, transportation of material/ equipment and personnel to/ from work sites.

Duties: Receiving instructions/ work orders from the immediate superior and establishing details of tasks (vehicle, materials and personnel). Discussing and scheduling priorities (site visits, etc.) and clarifying specific requirements for allocation and execution at sites. Liaise with the public on complaints received and resolve the complaint. Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects to the immediate superior. Setting up signage and safety signals to accommodate traffic and pedestrian flow. Supervising and/ or participating in the loading/ offloading sequences of material and equipment and correcting deviations from safety procedures. Transporting personnel, material and equipment to/ from specific locations. Oversee the pruning and cutting of trees and roots. Oversee the planting and staking of trees. Ensure the picking up of branches and/ or items lying in open spaces. Oversee that the working area is clean and safe. Driving and maneuvering the vehicles and engaging controls to operate mechanisms (mounted cranes; cherry picker) to facilitate specific sequences (tipping, hoisting etc.). Controlling the utilization of materials (sand, crusher dust, etc.) and discharging/ offloading required quantities of materials for maintenance.

Requirements: Grade 10 Code EC1 plus PrDP; Certification of competency in the operation of truck and heavy-duty equipment (Code C53); Attention to detail; Supervisory skills; Good interpersonal and communication Skills; Be able to work independently; Proficient in at least 2 of the 3 official languages in the Western Cape

Experience: 24 – 36 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.
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 **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.
6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za and 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.

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COMPETENCIES REQUIRED

Functional/ Professional Competencies

- Safely operate a vehicle (minibus / bakkie) in a public traffic system; Makes sure the vehicle is safe; Moves off and drive.
- Able to adjust to the prevailing driving conditions.
- Keeps up with changing traffic laws; Able to follow written and verbal instructions for driving; Able to comprehend road maps; Able to interpret and comply with road safety rules.
- Able to perform safety inspections, recognise and report mechanical problems and performs preventative maintenance; Displays detailed understanding of procedures to take when involved in an accident; and Reports defective vehicles to minimise safety risks.

Public Service Orientation Competencies

- Shows a commitment to excellence and quality; Is friendly and responsive to community members/public.
- Able to understand basic verbal instructions from supervisors and colleagues
- Communicates effectively both verbal and uses appropriate style and format to communicate to internal and external clients.

Personal Competencies