



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

## INTERNAL

<b>DIRECTORATE :</b>	<b>ENGINEERING SERVICES</b>
<b>DEPARTMENT :</b>	<b>WATER SERVICES (WATER RETICULATION)</b>
<b>JOBTITLE :</b>	<b>SUPERVISOR ( 6.1.2.1.2.1.5)</b>

The successful incumbent will report to the Assistant Superintendent: Water Reticulation

**Requirements:** Active Supervision Certificate • Certificate of Competency to operate a crane mounted truck • Basic First Aid Certificate must be obtained within 1 year of appointment • Code 10 Drivers Licence with PDP • Supervisory skills • Bilingualism • communication skills • Customer service skills • Plumbing experience.

### **Duties:**

- Oversee staff in a Water Services environment , Visit sites, Inspect and report on condition of water reticulation systems and support structures
- Conduct specific tests to establish functionality of valves, flow meters and record outcomes
- Ensure that requirements are coordinated and instructions communicated and understood enabling the efficient execution and completion of tasks
- Ensure that safety procedures are followed in terms of the OHS Act and that guidelines are complied with during the installation/construction phase.
- Ensure that construction are done in accordance with standards associated with quality workmanship
- Read and interpret drawings/works order detailing layouts and specifications
- Ensure scheduled, planned and predictive maintenance cycles and work procedures are executed enabling uninterrupted and optimum functionality of the water reticulation system
- Visually examine seams joints and welds on piping reticulation and plumbing systems, fixtures and fittings
- Removing and replacing valves, seals and filtration devices.
- Cleaning of reservoirs.
- Inspect and identify leaks in the system, isolate defective areas.
- Completion of transactional documentation ie. Timesheets, logsheets, progress and productivity field reports, requisitions, incident and accident reports, vehicle checklists
- Attend to general staff administration i.e. attendance registers
- Ensure a safe working environment and promote a healthy workforce.
- Perform any other reasonable task given by the immediate Supervisor

**Competencies:** Good communication skills (verbal and written) • Interpersonal skills • Typing skills • Computer literacy: MS Office (Word, Excel, Power Point), e-mail and scanning • Ability to work under pressure with attention to detail

**Job related enquiries:** Angus Urquhart 021 808 8230

**Salary:** R127 656 – R165 660 ( T7 of a Grade 4 Local Authority)

*Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.*

*Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.*

**Closing date:** 12 December 2016



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

If you do not hear from us within ten weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za). The Council reserves the right not to make any appointments.