

MATJHABENG MUNICIPALITY



ERRATUM INFRASTRUCTURE

This serves to place an erratum in respect of the Internal/ External advert issued on the 22 August 2024 with the closing date of 06 September 2024.

Take note that the closing date for the advert has been extended to: 20 SEPTEMBER 2024

Candidates who previously applied for these positions are encouraged to reapply with the correct details.

The following positions have been updated with accurate details:

DRIVER GRADE II (2 POSITIONS - WEST)

SALARY: R160 740 – R194 208 pa (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 14/13

MINIMUM REQUIREMENTS:

Grade 8, plus valid EC1 Driver's license with PDP. 3 Years experience as a driver

KEY PERFORMANCE AREAS

- Drive truck with GVM (Gross Vehicle Mass) not exceeding 16000 kg and pulling trailer exceeding 750 kg.
- Ensure that vehicle checklist is done on a daily basis by using guidance list.
- Transport staff, material and equipment to and from site.
- Supervises workers working under him/ her.
- Abiding by traffic rules.
- Responsible for neatness and mechanical correctness of the vehicle.
- Keep up daily control sheets, petrol log books and attendance registers.
- Responsible for health and safety of workers and equipment.
- Responsible for load and offloading of material and equipment.

DRIVER GRADE II (ROADS - WELKOM)
(3 POSITIONS)

SALARY: R160 740 – R194 208 pa (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 14/13

MINIMUM REQUIREMENTS:

Grade 8, plus valid EC1 Driver's license with PDP. 3 Years experience as a driver

KEY PERFORMANCE AREAS

- Drive truck with GMV not exceeding 16000 kg and pulling trailer exceeding 750 kg.
- Ensure that vehicle checklist is done on a daily basis by using guidance list.
- Transport staff, material and equipment to and from site.
- Supervises workers working under him/ her.
- Abiding by traffic rules.
- Responsible for neatness and mechanical correctness of the vehicle.
- Keep up daily control sheets, petrol logbooks and attendance registers.
- Responsible for health and safety of workers and equipment.
- Responsible for load and offloading of material and equipment

OPERATORS
(GRADER, TLB, AND FRONT-END LOADER)
(3 POSITIONS - WEST)

SALARY: R247 872 – R279 048 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9, plus valid C1 / EC Driver's license with PDP plus 3-year experience as a operator and operator certificates confirming that a person is qualified to operate Grader / TLB / Front-end loader.

KEY PERFORMANCE AREAS

- Maintain log sheets related to work done.
- Responsible for operating grader to blade and build of gravel roads.
- Responsible for operating front-ent loader for loading of materials on trucks.
- Responsible for operating roller for compacting dirt and gravel roads.
- Responsible for operating Tlb to dig trenches, clean channels and loading trucks.
- Responsible for operating Excavator to dig trenches, clean channels and loading trucks.

- Responsible for checking maintenance needed and road worthiness of construction equipment.
- Ensure adherence to the relevant stipulations of the Occupational Health and Safety Act.

**OPERATORS
(GRADER, TLB, FRONT-END LOADER)
(4 POSITIONS - EAST)**

SALARY: R247 872 – R279 048 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9, plus valid C1 / EC Driver's license with PDP plus 3-year experience as an operator and valid operator certificates confirming that a person is qualified to operate Grader / TLB / Front-end loader.

KEY PERFORMANCE AREAS

- Maintain log sheets related to work done.
- Responsible for operating grader to blade and build of gravel roads.
- Responsible for operating front-ent loader for loading of materials on trucks.
- Responsible for operating roller for compacting dirt and gravel roads.
- Responsible for operating Tlb to dig trenches, clean channels and loading trucks.
- Responsible for operating Excavator to dig trenches, clean channels and loading trucks.
- Responsible for checking maintenance needed and road worthiness of construction equipment.
- Ensure adherence to the relevant stipulations of the Occupational Health and Safety Act

**TLB OPERATORS
(2 POSITIONS – WATER & SEWER CENTRAL)**

SALARY: R247 872 – R279 048 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9 Plus valid C1 Driver's license, 3-year experience as a TLB operator and valid TLB certificate confirming that a person is qualified to operate TLB.

KEY PERFORMANCE AREAS

- Maintain log sheets related to work done.

- Responsible for operating grader to blade and build of gravel roads.
- Responsible for operating front-ent loader for loading of materials on trucks.
- Responsible for operating roller for compacting dirt and gravel roads.
- Responsible for operating Tlb to dig trenches, clean channels and loading trucks.
- Responsible for operating Excavator to dig trenches, clean channels and loading trucks.
- Responsible for checking maintenance needed and road worthiness of construction equipment.
- Ensure adherence to the relevant stipulations of the Occupational Health and Safety Act.

**OPERATOR
(TLB- STORMWATER - WELKOM)
(1 POSITION)**

SALARY: R247 872 – R279 048 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9 Plus valid C1 Driver's license, 3-year experience as a TLB operator and valid TLB certificate confirming that a person is qualified to operate TLB.

KEY PERFORMANCE AREAS

- Must have the ability to operate TLB.
- Responsible for operating TLB to dig trenches on a given level and load construction materials on trucks.
- Construction and maintenance of roads and stormwater lined and unlined channels and digging of gravel and other materials.
- Construction and maintenance and placing of stormwater pipes, curbs, etc.
- Safe handling and the maintenance of TLB on daily basis.
- The load/ offload of plant and equipment from Lowbed etc.
- Adhere to basic safety rules and handling during operations.

**OPERATOR
(EXCAVATOR- STORMWATER - WELKOM)
(1 POSITION)**

SALARY: R247 872 – R279 048 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9 Plus Valid EC Driver's license with 3-year experience operating an Excavator and valid Excavator operator certificate confirming that a person is qualified to operate an Excavator.

KEY PERFORMANCE AREAS

- Must have the ability to operate Excavator.
- Responsible to dig trenches on a given level and load construction materials on trucks.
- Construction and maintenance of roads and stormwater lined and unlined channels and digging of gravel and other materials.
- Construction and maintenance and placing of stormwater pipes, curbs, etc.
- Safe handling and the maintenance of Excavator on daily basis.
- The load/ offload of plant and equipment from Lowbed etc.
- Adhere to basic safety rules and handling during operations.

**SENIOR ENGINEERING TECHNICIAN
(BUILDING MAINTENANCE)
(1 POSITION) WELKOM**

SALARY: R438 156 – R483 060 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 6

MINIMUM REQUIREMENTS:

National Diploma in Building or Building Surveying or Higher Diploma/B.Tech in Quantity Surveying with 5 years relevant experience and registration with the Association of South African Quantity Surveyors. Computer literacy and a Valid Driver's license.

KEY PERFORMANCE AREAS

- Co-ordinate and control the operations of the Buildings maintenance section.
- Check all designs done by consultants for the section.
- Compile bills of quantities for the section.
- Call for tenders and quotations for Building's maintenance.
- Supervise and co-ordinate the Buildings maintenance and construction done by the section and contractors.

- Perform all administrative duties relevant to the section.
- Represent the Buildings maintenance section at various meetings and committees.

**FOREMAN:
ROADS MAINTENANCE (WELKOM)
(1 POSITION)**

SALARY: R337 740 – R372 432 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus 3 years supervisory experience. Background in Roads Maintenance, computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Supervise and control Roads maintenance works, by organizing and execution of work utilizing resources.
- Keep statistics and compile various reports for the section by compiling daily control sheets, timesheets, attendance registers, leave forms, checking logbooks, etc.
- Responsible for production on sites.
- Responsible for the request of all materials and equipment needed.
- Control equipment and vehicle repairs by interaction with mechanical workshop.
- Handle all problems regarding workers, equipment and vehicles in the road maintenance section.
- Institute discipline in the workplace by counselling and disciplinary action of subordinates.
- Liaison of internal and external matters by interacting with colleagues and public.
- Ensure adherence to Occupation Health and Safety Act and conditions of services.
- Attend departmental and safety meeting.
- Help in training of personnel by identifying nominees.
- Perform all relevant duties as directed from time to time.

**FOREMAN: ROADS AND STORMWATER
(ODENDAALSRUS/ KUTLWANONG)
(1 POSITION)**

SALARY: R337 740 – R372 432 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus 3 years supervisory experience. Background in Roads Maintenance, computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Keep statistics and setup various reports.
- Control Logbooks, timesheets and attendance registers.
- Attend departmental and safety meeting.
- Responsible for regular inspections at all working places.
- Handle all problems regarding workers equipment and vehicles.
- Responsible for the control of all purchases of materials and equipment.
- Ensure adherence to Occupation Health and Safety Act and conditions of services.
- Follow up complaints in the departments.
- Perform all relevant duties as directed from time to time.

**FOREMAN: CIVIL ENGINEERING
(ALLANRIDGE / NYAKALLONG)
(1 POSITION)**

SALARY: R337 740 – R372 432p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus Registered Plumber Certificate and 3 years supervisory experience. Background in Roads, Stormwater, Water & Sewer. Computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Administration mainly recording overtime, time sheets, reports and correspondence.
- Control of stock and assets.
- Compile monthly reports, time sheets, etc.

- Public liaison, deal directly with public and other parties regarding queries regarding Water, Sewer, Roads and Stormwater.
- Site inspections for problem solving.
- Supervision over Water, Sewer, Roads and Stormwater Workforce at Allanridge/ Nyakallong.
- Give technical support for Civil Engineering Services.
- Fleet management over the Water, Sewer, Roads and Stormwater Fleet and equipment.

**FOREMAN: ROADS AND STORMWATER
(VIRGINIA)
(1 POSITION)**

SALARY: R337 740 – R372 432 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus 3 years supervisory experience. Background in Roads Maintenance, computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Administration mainly recording overtime, time sheets, reports and correspondence.
- Control of stock and assets.
- Compile monthly reports, time sheets, etc.
- Public liaison, deal directly with public and other parties regarding queries regarding Roads and Stormwater.
- Site inspections for problem solving.
- Supervision over Roads and Stormwater Workforce at Virginia.
- Give technical support for Civil Engineering Services.
- Fleet management over the Roads Fleet and equipment.
- Responsible for planning of tasks and division of workload amongst subordinates
- Responsible for safety of all subordinates.

**FOREMAN: CIVIL ENGINEERING
(HENNENMAN)
(1 POSITION)**

SALARY: R337 740 – R372 432 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus Registered Plumber Certificate and 3 years supervisory experience. Background in Roads, Stormwater, Water & Sewer. Computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Administration mainly recording overtime, time sheets, reports and correspondence.
- Control of stock and assets.
- Compile monthly reports, time sheets, etc.
- Public liaison, deal directly with public and other parties regarding queries regarding Water, Sewer, Roads and Stormwater.
- Site inspections for problem solving.
- Supervision over Water, Sewer, Roads and Stormwater Workforce at Hennenman.
- Give technical support for Civil Engineering Services.
- Fleet management over the Water, Sewer, Roads and Stormwater Fleet and equipment.

**FOREMAN: CIVIL ENGINEERING
(VENTERSBURG)
(1 POSITION)**

SALARY: R337 740 – R372 432 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Grade 12 with mathematics or equivalent Technical Qualification NQF Level 4 in Civil Engineering plus Registered Plumber Certificate and 3 years supervisory experience. Background in Roads, Stormwater, Water & Sewer. Computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Administration mainly recording overtime, time sheets, reports and correspondence.
- Control of stock and assets.

- Compile monthly reports, time sheets, etc.
- Public liaison, deal directly with public and other parties regarding queries regarding Water, Sewer, Roads and Stormwater.
- Site inspections for problem solving.
- Supervision over Water, Sewer, Roads and Stormwater Workforce at Ventersburg.
- Give technical support for Civil Engineering Services.
- Fleet management over the Water, Sewer, Roads and Stormwater Fleet and equipment.

Enquiries regarding the positions can be forwarded to Recruitment office @ (057) 391 3181

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 20 SEPTEMBER 2024

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**ADV. LMR NGOQO
MUNICIPAL MANAGER**