



# HARRY GWALA DISTRICT MUNICIPALITY

## WATER SERVICES DEPARTMENT

### SUPERINTENDENT: RETICULATION SERVICES

Salary Grade: R368 723.04 – R478 613.40 p.a. (plus applicable benefits) (T12)

• REF NO: WAT J 5/5/4/2/1 • Umzimkhulu Satellite

**Requirements:** • A Matric/Grade 12 • A Plumbers Trade Test Certificate • 3 - 4 years' experience in reticulation services of which 2 years' must be at supervisory level • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

**Key performance areas:** • Inspect or analyze reports with respect to reticulation system performance and determine the applicability and corrective measures or changes to operate parameters • Assess pipes condition and maintenance interventions, report breakdowns or communicate urgent repair work necessary to restore functionality • Monitor and verify meters, compile statistics on performance and meter related problems • Interact with personnel in respect to the availability/non availability of materials necessary for schedule works, communicate with the immediate superior on material availability • Check progress and routine maintenance activities, monitor application and progress against deadlines of internal maintenance teams • Monitor and correct applications pertaining to the identification, inspection, isolation and repair to system and control components, pipelines, etc. • Check the hose connections and activate petrol pumps and valves • Correct specific deviations as per requirements, through demonstration or explanation to support personnel • Attend to specific enquiries/complaints received from the customer care/supervisor and conduct inspections of the network systems and determine maintenance when necessary • Interact with personnel with respect to the availability/non availability of materials necessary for scheduled works, communicate with the immediate superior on material/stock availability or alternatives and/or rescheduling work programmes to prevent delays • Monitor and correct applications pertain to the identification of problems and repairs to the system and control the restoration to normality.

### ARTISAN PLUMBER

Salary Grade: R264 550.08 – R343 387.80 p.a. (plus applicable benefits) (T10)

• REF NO: WT J 5/5/4/2/2 • Dr Nkosazana Dlamini Zuma

**Requirements:** • A Grade 9/Standard 7 • A Trade Test Certificate • 2 - 3 years' experience in Plumbing • A valid motor vehicle drivers' licence • Assertiveness, coaching skills, communication (verbal) skills, community liaison skills, conflict handling skills, decision making skills, leadership skills, people orientation, problem solving skills, supervisory skills and writing skills.

**Key performance areas:** • Responsible for water in cases of a pipe burst and to repair pipe bursts in emergency situations • Responsible for installation of water meters • Co-responsible for the maintenance works on the reticulation system and for the restoration of the area afterwards • Co-responsible for regular inspections and problem-solving at water network areas where artisans are working to determine the quality of work and to render a service to the satisfaction of the public • Supervise the excavation of water lines and other network line construction • Responsible for the supervision of staff under his/her control and monitoring the performance of employees • Ensure adherence to the provisions of the Occupational Health and Safety Act in the work environment • Ensure understanding of and adherence to the Conditions of Service • Responsible for own safety as well as that of all subordinates.

### DRIVER SUPERVISOR

Salary Grade: R185 345.04 – R240 604.92 p.a. (plus applicable benefits) (T7)

• REF NO: WAT O 5/5/4/2/3 • Kokstad Satellite

**Requirements:** • An NQF Level 1 or Grade 9 • A valid (unendorsed) Code EC driver's licence with PrDP • 1 - 2 years' relevant experience.

**Key performance areas:** • Responsible for performing tasks/activities associated with using heavy vehicles to/from sites • Receive instructions and/or details of tasks and resources from the immediate superior • Inspect safety devices, controls, lubricant levels, etc. on vehicles and verbally reports or records defects • Observe and/or participate in the loading/offloading sequences, checking material and consumable against work orders, condition of tools/equipment and/or any deviations from safety procedures • Transport personnel, material, tools and equipment to/from work sites prior to and on completion of activities • Use specialized heavy vehicles (tanker) to, collect, transport water from residential areas to works plant, communicating requirements to support personnel and/or residents to establish access points, checking hose connections and activating petrol operated pumps and/or valves to activate collection and discharging sequences • Correct specific deviations from requirements, through demonstration or explanation to support personnel and or communication with the immediate superior and seeking direction on serious/urgent or complex issues impacting continuity.

### GENERAL WORKER

Salary Grade: R118 716.36 – R136 850.64 p.a. (plus applicable benefits) (T3)

• REF NO: WT J 5/5/4/2/4 • Dr Nkosazana Dlamini Zuma

**Requirements:** • A Grade 9/Standard 7 • 6 - 12 months' experience in Water and Sanitation services maintenance services • Willing to work in a team environment, must be willing and be able to do shift work.

**Key performance areas:** • Assist in the operations and maintenance of water and sanitation infrastructure; team work to ensure expected repairs turn-around time • Cut/trim lawns and edges using handheld machines (brush cutters, lawnmowers) and/or tools (shears) for clearing overgrown shrubs • Receive instructions/guidance from the Supervisor and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, cleaning treatment plants, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/ off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc) • Clean and remove blockage, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.) • Responsible for preparing requisite quantities of materials (e.g. concrete, mortar, etc) and proceeds with mixing sequences • Clean equipment (brush-cutters, lawnmowers) using specific cleaning aides (brush) and replacing nylon cutting lines and/or checking/replenishing fuel to equipment.

## OFFICE OF THE MUNICIPAL MANAGER

### COMMUNICATIONS OFFICER

Salary Grade: R312 309.12 – R405 414.36 p.a. (T11) (plus applicable benefits)

• REF NO: MM J 5/5/4/2/1

**Requirements:** • A Grade 12/Matric • 3 year's qualification (NQF Level 6) preferably in Public Relations or Communication Science • 2 - 3 years' relevant experience • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

**Skills and Knowledge:** • Good communication skills • Project management skills • Must be able to work under pressure.

**Key performance areas:** • Engage with the media and other stakeholders • Prepare media statements and organize press conferences • Manage and update social media • Arrange media presence for specific community functions or events • Develop and implement communication and branding strategy • Attend to the writing of articles for publications in the internal newsletter • Receive news articles or correspondences from the respective departments and check for accuracy and updates the newsletter accordingly • Attend to the compilation of quarterly newsletter in conjunction with the relevant stakeholders • Attend to the arrangements of staff events and the networking sessions.

**Enquiries should be directed to:** The Human Resources Unit on (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website [www.harrygwalmunicipality.gov.za](http://www.harrygwalmunicipality.gov.za) accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to **The Municipal Manager for Attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276**, or can be hand delivered/courier to **40 Main Street, IXOPO, 3276**, or e-mailed to: [recruitment@harrygwalmunicipality.gov.za](mailto:recruitment@harrygwalmunicipality.gov.za) to reach us no later than **15H00, 12 JULY 2024**.

**NB:** When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

*The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.*

**NB:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

**MR G.M. SINEKE: MUNICIPAL MANAGER**