

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

NOTICE: 13/2022/2023

POSITION: CASHIER (SASOLBURG)

Minimum requirements:

- Grade 12 plus Computer Literacy (Microsoft Office Applications)
- 6 – 9 months relevant experience.

Competency requirements:

- Community & Customer Focus.
- Written Communication.
- Ethics and Professionalism.
- Problem Solving.

Main Duties

Ensure Proper Transactions:

- Ensure transactional functions associated with receive and receipting payments for services / products from the public / customers.
- Attending to payment or sale enquiries and or providing information on tariffs for specific services.
- Providing information and explanation on charges and penalties, reconciling total collections against receipts and preparing schedules for verification prior to forwarding cash and cheques for depositing.
- Calculating balances and explaining transactional recordings
- Clerical/transactional functions relating to cash reconciliations.
- Maintaining transactional information and records, filing transactional documentation.

Provide Excellent Customer Service:

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing, and totalling customers' purchases.
- Issuing of prepaid slip as purchased by consumers.
- Compile the bank deposit when day end balancing was performed.

Facilitate Balancing:

- Ensure that receipts are issued for all takings, whether in the form of cheques, cash or direct deposits. Receipts must be allocated to the correct receipt type and the correct debtor's account.
- Perform end of day on pre-paid sales for the day
- Responsible to balance payments received to payments deposited.
- Update the post register on a daily basis.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

Ensure that the daily work is done to satisfaction and to achieve Council's Objectives:

- Administer manual and electronic payment of connection fees, deposits for services and actual service accounts to ensure all payments are accounted for and allocated correctly.
- Balances totals for cash and other takings received with records to ensure all payments are correctly allocated.
- Compute and record totals of transactions.

Salary: R 205 153.06 - R 228 467.95 pa (post level 10) subject to job evaluation.

**DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND
CORPORATE SERVICES**

DIVISION: ADMINISTRATION SERVICES

POSITION: SWITCHBOARD OPERATOR (SASOLBURG)

Minimum requirements:

- Grade 12.
- Computer Literacy: Microsoft Office.
- 0 - 2 years relevant experience.

Competency requirements:

- Ethics and Professionalism.
- Client Orientation and Customer Focus.
- Attention to detail
- Communication.

Main Duties

Attending to all incoming calls:

- Answering calls by guiding caller to relevant department as requested.
- Providing of direct line to the caller in case of unanswered call.
- Operating switchboards and systems.
- Brings to the Supervisors attention on blockages and bottlenecks.
- Maintains clear communication with community regarding mutual expectations and ensure client satisfaction.
- Addresses less complicated problems promptly without being defensive.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

Telephone Directory:

- Handle enquiries related to data in the telephone directory.
- Updating of telephone directory.

Information Sharing:

- Follow complex instructions as contained in written communication; and
- Respond in writing to complex types of communication
- Makes self-understood to others, pointing out specific issues or considerations to be taken into account.
- Organises and presents own perspective in logical manner;
- Adapts communication contents to the audience; and
- Uses terminology appropriate to the audience.

Client Orientation:

- Understands the client's issues and seeks information about their current and future requirements.
- Supports others to take personal responsibility to deliver excellent customer service; and
- Monitors client satisfaction.

Salary: R 181 178.45- R 228 467.95 pa (post level 11/10) subject to job evaluation.

DIVISION: RECORDS & AUXILIARY: SERVICES

POSITION: MESSENGER/DRIVER (SASOLBURG)

Minimum requirements:

- Grade 12.
- Valid code C driver's license, plus PDP.
- 01 year relevant experience.

Competency requirements:

- Oral Communication.
- Vehicle Safety.
- Planning and Organising.

Main Duties

Render Messenger Services:

- Internal collection and distribution of mail.
- Provision of messenger services to all municipal departments.
- To ensure that documentation are distributed in time.
- Prompt collection and sending of mail to the post office.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Delivery of mail to Councillors and other stakeholders who have business relations with the Council.
- Maintaining receipts of delivered packages and documents for tracking purposes.

Render Vehicle Maintenance:

- Daily inspection of vehicles to ensure that they are in good working condition.
- To report all the faults and defects to the supervisor.
- To monitor kilometres travelled to guard against the service time.
- To inform the supervisor about the renewal date of the vehicles license disks.
- To assist in the monitoring and ensuring that logbooks are always filled and the approval forms are safely kept.
- Responsible for the cleaning and washing of pool cars.
- Attend to any other duty as and when instructed by Supervisor.

Vehicle Safety:

- Safely operate a vehicle (minibus / bakkie) in a public traffic system.
- Makes sure the vehicle is safe.
- Moves off and drive.
- Uses driving procedures and navigate the road system; and
- Uses instruments and switches.

Adhering to driving conditions:

- Able to adjust to the prevailing driving conditions.
- Avoids difficult driving conditions.
- Adjusts driving for poor visibility.
- Makes safe driving decisions.
- Continuously improving own driving behaviour;
- 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.

Verification of vehicles:

- Performs general checks ahead of a driving trip, (e.g. tyre pressure; current, valid registration sticker; windscreen; lights and horn in working order; body work and vehicle log book);
- 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.

Salary: R 181 178.45 – R 228 467.95 pa (post level 11/10) subject to job evaluation.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

DIVISION: TOURISM, HERITAGE AND MARKETING

POSITION: CARETAKER (DENEYSVILLE)

Minimum requirements:

- Grade 12.
- Computer Literacy: MS Office.
- Technical and maintenance background.
- 0 – 2 years facility maintenance experience.

Competency requirements:

- facility technical skills.
- Planning and Organising.
- Problem Solving Skills.
- Communication skills (Oral & written).

Main Duties

Managing work effectively:

- Uses time effectively and prevent irrelevant issues or distractions from interfering with work completion; and
- Completes tasks on time.
- Monitoring cleaning materials, tools and equipment and its reordering levels as required.
- Perform general cleaning in buildings and outside of the building
- Performing gardening and landscaping duties.
- Identify repair needs, commission the repair work and coordinate maintenance workers.
- Ensure that bathroom suppliers are always available
- Maintain good records of all orders, maintenance requests/repairs and complaints.

Planning and Organising:

- Plans tasks daily according to a set schedule and executes as per priority list; and
- Modifies plans in line with instructions from supervisors.
- Opening buildings at the start of the day and locking all doors and windows when not in use.

Workplace Safety:

- Displays knowledge of all related safety or security regulations.
- Inspect and report any defects or repair work
- Adhering to the company's safety policies to create a safe environment for everyone.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

Facilities specific skills:

- Undertakes routine tasks.
- Has developed a level of skill and experience in a technical area of work; and
- Is aware of factors that may negatively impact the completion of a job.
- Keeps commitments in undertaking tasks and meeting deadline.

Salary: R 205 153. 06 – R 228 467.95 pa (post level 10) subject to job evaluation.

DIRECTORATE: SOCIAL SERVICES
DIVISION: PUBLIC SAFETY

POSITION: TRAFFIC WARDEN (X3 POSTS) - SASOLBURG

Minimum requirements:

- Grade 12.
- Knowledge of traffic laws, criminal procedures and municipal by laws.
- No criminal record.
- Physical Fitness.
- Valid code B drivers' licence.

Competency requirements:

- Community and Customer Focus.
- Written Communications
- Ethics and Professionalism.
- Problem Solving

Main Duties

Patrol, Enforcement and Emergency Response:

- Enforcing the time restricted on parking bays.
- Law enforcing on motorists parking in disabled bays.
- Enforcing the law against motorists parking on loading zones.
- Rendering point duty at pedestrian crossing for scholars.
- Rendering point duty at roadblocks and marathons.
- Giving of evidence in court on arrests made of traffic law offenders.
- Establishes effective patrols to prevent crimes.
- Maintains physical control over individuals as necessary.

Capacity Building:

- Conduct educational programmes in public about traffic laws and accident preventions.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Monitor school patrols.

Salary: R 141 249.18 – R 198 645.54 pa (post level 14/11, subject to job evaluation).

POSITION: ARTISAN – TRAFFIC (SASOLBURG)

Minimum requirements:

- Grade 10 plus studying towards a trade certificate.
- 01 year experience in welding.

Competency requirements:

- Quality Orientation.
- Planning and Organising
- workplace safety.
- Communication.

Main Duties

Maintenance:

- Painting of road marking.
- Upgrading the visibility of the road signs.
- Maintenance of all road signs and marking.
- Erection of all road signs.
- Maintain, repair, rebuild and modify technical activities accepted standard.

Operations:

- Plans tasks daily according to a set schedule and executes as per priority list.
- Modifies plans in line with instructions from supervisors.
- Operate road marking machines.
- Ensure grinding and cutting of steel pipes.
- Operate welding activities.
- Operate in safely manner to the hazards of working with dangerous materials.
- Assembles prefabricated traffic control signs.
- Operates the road marking machine.
- Installing traffic signs at proper locations in accordance with established regulations.
- Painting of road markings at proper locations in accordance with established regulations.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Removing damaged traffic signs and repair or replacing thereof.
- Re-painting of faded road markings as well as new painting of new road markings.
- Keep record of traffic signs installed and of such existing signs.
- Assist in striping of roads, streets, parking lots, etc. (i.e., crosswalks and parking zones) using various equipment
- Painting of robot posts.
- Maintain all tools and equipment.
- Removing of illegal advertising and other signing.

Salary: R 132 098.16 – R 135 015.42 pa (post level 16, subject to job evaluation)

DIVISION: WASTE MANAGEMENT

POSITION: TEAM LEADER - WASTE MANAGEMENT (SASOLBURG)

Minimum Requirement:

- Grade 12 or equivalent qualification.
- 1 – 2 years relevant experience.
- Valid relevant Driver's licence

Competency Requirement:

- Planning and Organising.
- Oral Communication.
- Workplace Safety.
- Services delivery orientation.

Main Duties

Controlling and monitoring cleanness of the CBD:

- Supervision duties.
- Placing of staff where mostly needed.

Controlling of street cleaning, public areas, and public toilets:

- Placing of staff where mostly needed.
- Supervision duties.
- Overseeing the disposal of refuse and debris.
- Reporting damaged and non-functional public toilets for maintenance and repair.

Salary: R 141 249.18 – R 149 067.18 pa (post level 14 subject to job evaluation)

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

**POSITION: HEAVY MACHINE OPERATOR - WASTE MANAGEMENT
(SASOLBURG)**

Minimum requirement:

- Grade 12.
- Valid code (14) EC driver's license plus PDP.
- Equivalent permit to operate Heavy Machine.
- 3 years driving experience.

Competency Requirement:

- Planning and Organising.
- Communication.
- Workplace safety.

Main Duties

Operating of Heavy Machinery:

- Utilising front-end loader/compactor.
- Compacting landfill with a front-end loader/compactor.
- Loading lorries with refuse and soil by using a front-end loader.
- Tipping loads onto predetermined distance on sites.

Maintaining and utilization of heavy machinery:

- Utilising the machine in the most economical way.
- Ensuring that the machine is operated under safe and stable conditions.
- Ensuring that damages are prevented by attending to abnormal functioning or noises.
- Ensuring that the vehicle is licensed and roadworthy at all times.
- Adhering to traffic rules and regulations.
- Ensuring that other workers are working under safe conditions.
- Performing daily inspection on the machines.
- Reporting of defaults and malfunctions.
- Ensure that the equipment is maintained (oil levels, greased, serviced at correct intervals as per mechanical workshop program) and cleaned after use, inside and outside and the engine.

Workplace Safety:

- Identifies safety issues and problems — Detects hazardous working conditions;
- Is alert to unsafe work conditions; and
- Reports and / or correct s unsafe work conditions and safety problems; checks equipment and / or work area regularly.

Salary: R 141 249.18 – R 163 298.46 pa (post level 14/13 subject to job evaluation)

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

POSITION: DRIVERS X6 REFUSE REMOVAL- (SASOLBURG)

Minimum Requirement:

- Grade 10 or equivalent.
- Valid code (14) EC drivers license plus PDP.
- 03 years driving experience.

Competency Requirement:

- Service delivery orientation.
- Communication.
- Action orientation.

Main Duties

Tools/Personnel and Vehicle:

- Receiving instructions and/or communicating with the immediate superior to establish details of tasks (vehicles, tools, materials and personnel).
- Inspecting safety devices, controls, lubricant levels etc on vehicles and reporting defects.
- Observing and/or participating with personnel in the loading/offloading sequences of items and tools (refuse bags, spades, brooms), checking requirements prior to departure from site or locations and/or correcting deviations from safety procedures.
- Attending to, and/or providing materials to support personnel to facilitate the cleaning of vehicles, containers and/or tools and checking and correcting specific deviations.

Information Recording:

- Inserting the relevant information (quantitative/qualitative) and/or details of activities.
- Forwarding to the relevant personnel for processing.

Refuse collection and disposal activities related to vehicle operations:

- Driving to designated locations, transporting personnel and/or materials, monitoring the refuse collection activities and/or communicating with personnel with regards to the cleaning of spillages.
- Attending to queries from personnel with regards to specific waste items, assessing and providing information on the need for separation or continuation with collection sequence.
- Driving to waste disposal sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste separation where necessary.

Vehicle safety:

- Safely operate a vehicle (truck) in a public traffic system;
- Makes sure the vehicle is safe;
- Moves off and drive;
- Uses driving procedures and navigate the road system; and

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Uses instruments and switches.

Salary: R 136 020.72 – R 139 117.40 pa (post level 15 subject to job evaluation)

POSITION: CARETAKER - PARKS & RECREATION (X4 POSTS) - SASOLBURG

Minimum requirements:

- Grade 12.
- 0 – 2 years' experience in Facility Management.

Competency requirements:

- Planning and Organising.
- Workplace Safety.
- Oral Communication.
- Facility skills.
- Service delivery orientation.

Main Duties

Monitoring and Evaluation:

- Holding meetings with subordinates in order to carry out instructions as well monitor and evaluate the work being performed as per instructions given.

Change Implementation:

- Provide clarity on instructions to ensure subordinates understand the manner in which the instruction and duties need to be carried out.

Team Management:

- Ensure that subordinates are present at work and the attendance register is duly completed.

Facilities Management:

- Regularly monitor and visually assess the conditions of buildings and report matters needing maintenance.

Service Provider Performance:

- Regularly assess the quality of work carried out by contractors.

Salary: R 181 178.45 – R 228 467.95 pa (post level 11/10, subject to job evaluation).

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

POSITION: LIGHT MACHINE OPERATORS – PARKS & RECREATION (X4 POSTS) - SASOLBURG

Minimum requirement:

- Basic literacy.
- 0 – 1 year experience.

Competency requirements:

- Satisfactory level of technical expertise.
- Knowledge of tools operating.
- Adheres to health and safety working procedures.
- Attention to detail.

Main Duties

Execution of Works Order:

- Prepare work sites and perform duties using relevant and dedicated tools as per instructions given by Supervisor.

Machinery Management:

- Visually assessing condition of machinery to be used prior to performing of duties and reporting any faults of the machines to the Supervisor.

Workplace Safety:

- Identifies safety issues and problems — Detects hazardous working conditions.
- Is alert to unsafe work conditions; and
- Reports and / or correct s unsafe work conditions and safety problems; checks equipment and / or work area regularly.

Salary: R 136 020.72 – R 139 117.40 pa (post level 15, subject to job evaluation)

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES
DIVISION: CIVIL ENGINEERING SERVICES

POSITION: FACTOTUM ROADS (X1 DENEYSVILLE & X1 ORANJEVILLE)

Minimum requirement:

- Grade 10.
- 0 - 1 years' experience with ability to performs multi skilled trade related functions.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Valid code 10 driver's license.

Competency requirement:

- Workplace Safety.
- Service Delivery Orientation.
- Customer orientation and customer focus.

Main duties

Workplace Safety:

- Demonstrates and / or explains safety equipment and / or procedures.
- Identifying unsafe conditions, hazardous materials, and imminent danger.
- Ensures work areas are safe and reports safety issues.
- See to the personal safety aspects related to the jobs and that it is adhered to concerning employees and the public.
- Has general knowledge of the procedures of identifying unsafe conditions, hazardous materials, and imminent danger.

Roads Maintenance:

- Keeping records of machinery.
- Planning of the utilization of vehicles and tools.
- Ensuring proper maintenance and use of vehicles and tools.
- Taking responsibility of all machine hires.
- Perform more in-depth checks and inspections.
- To perform tasks/ activities associated with the maintenance, operations and minor construction of tar roads, streets, gravel roads, bridges, sidewalks, and storm water systems / structures.
- Any other relates duties as reasonably instructed by the supervisor.

Material and Supplies:

- Assisting with estimating of materials
- Assist with stock taking.
- Assist with issuing and enhance proper usage, thereof.
- Performs routine maintenance.
- Report faults or mal function.

Salary: R 205 153.06 – R 228 467.95 pa (post level 10) subject to job evaluation.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

POSITION: FACTOTUM WATER (X1 DENEYSVILLE & X1 ORANJEVILLE)

Minimum requirement:

- Grade 10.
- 0 - 1 years' experience with ability to performs multi skilled trade related functions.
- Valid code 10 driver's license.

Competency requirement:

- Workplace Safety.
- Service Delivery Orientation.
- Customer orientation and customer focus.

Main duties

Workplace Safety:

- Demonstrates and / or explains safety equipment and / or procedures.
- Identifying unsafe conditions, hazardous materials, and imminent danger.
- Ensures work areas are safe and reports safety issues.
- See to the personal safety aspects related to the jobs and that it is adhered to concerning employees and the public.
- Has general knowledge of the procedures of identifying unsafe conditions, hazardous materials, and imminent danger.

Managing work:

- Keeping records of machinery
- Planning of the utilization of vehicles and tools
- Ensuring proper maintenance and use of vehicles and tools
- Taking responsibility of all machine hires.
- Perform more in-depth checks and inspections.
- Performs more complex implements.
- Oversees a group of Workers, to ensure Workers comply with basic instructions.
- Communicates more complex instructions to workers.
- Any other relates duties as reasonably instructed by the supervisor.

Material and Supplies:

- Assisting with estimating of materials
- Assist with stock taking.
- Assist with issuing and enhance proper usage, thereof.
- Performs routine maintenance.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Report faults or malfunction.

Salary: R 205 153.06 – R 228 467.95 pa (post level 10) subject to job evaluation.

POSITION: FACTOTUM SEWER (X1 DENEYSVILLE & X1 ORANJEVILLE)

Minimum requirement:

- Grade 10.
- 0 - 1 years' experience with ability to performs multi skilled trade related functions.
- Valid code 10 driver's license.

Competency requirement:

- Workplace Safety.
- Service Delivery Orientation.
- Customer orientation and customer focus.

Main duties

Workplace Safety:

- Identifying unsafe conditions, hazardous materials, and imminent danger.
- Ensures work areas are safe and reports safety issues.
- See to the personal safety aspects related to the jobs and that it is adhered to concerning employees and the public.

Managing work:

- Keeping records of machinery.
- Planning of the utilization of vehicles and tools
- Ensuring proper maintenance and use of vehicles and tools
- Taking responsibility of all machine hires.
- Perform more in-depth checks and inspections.
- Performs more complex implements.
- Oversees a group of Workers, to ensure Workers comply with basic instructions.
- Communicates more complex instructions to workers.
- Any other relates duties as reasonably instructed by the supervisor.

Material and Supplies:

- Assisting with estimating of materials
- Assist with stock taking.
- Assist with issuing and enhance proper usage, thereof.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Performs routine maintenance.
- Report faults or mal function.

Salary: R 205 153, 06 – R 228 467, 95 pa (post level 10) subject to job evaluation.

POSITION: STOREMAN (DENEYSVILLE)

Minimum requirement:

- Grade 12.
- 01 year relevant experience with knowledge of Water, Sewer, Building and Roads.

Competency requirement:

- Workplace Safety
- Service Delivery Orientation
- Customer orientation and customer focus

Main duties

Inventory Control:

- Maintaining a basic records system.
- Keeping record system by hand or by computer and update it to control the movement of materials and equipment.
- Keeping record of all materials delivered for stock control purposes.
- Keeping record of all tools whether electrical, pneumatic, mechanical or hand tools in a store control register.
- Keeping record of usage of tools by letting user sign usage register.
- Inspecting and testing all tools received back for damages or defaults for repair and maintenance purposes.
- Reporting all negligent use of tools to the superintendent.
- Ensuring that no faulty tools are signed out of the store for usage.
- Controlling layout of store, shelving, and stacking, to keep it safe for human entrance and to keep tools safety and orderly for easy access and to prevent damage.
- Keeping store clean at all times by dusting and sweeping for tidiness as well as compliance to the Health and Safety Act.
- Ensuring that no unauthorised person enters the store to prevent theft, damages, and injuries.
- Furnishing only materials to known persons in section and according to quantities written on works orders or referred to in writing by the superintendent.
- Doing yearly stocktaking to check if store items were controlled properly.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Reporting foreseen shortages in stock items beforehand so that materials can be purchased timeously.

Material and Supplies:

- Assisting with estimating of materials
- Assist with stock taking
- Assist with issuing and enhance proper usage, thereof
- Performs routine maintenance
- Report faults or mal function.

Salary: R 136 020, 72 – R 139 117, 40 pa (post level 15) subject to job evaluation.

POSITION: STOREMAN SEWER (SASOLBURG)

Minimum requirement:

- Grade 12.
- 01 year relevant experience with basic knowledge of plumbing material.

Competency requirement:

- Work Place Safety
- Service Delivery Orientation
- Customer orientation and customer focus

Main duties

Inventory control:

- Maintaining a basic records system.
- Keeping record system by hand or by computer and update it to control the movement of materials and equipment.
- Keeping record of all materials delivered for stock control purposes.
- Keeping record of all tools whether electrical, pneumatic, mechanical or hand tools in a store control register.
- Keeping record of usage of tools by letting user sign usage register.
- Inspecting and testing all tools received back for damages or defaults for repair and maintenance purposes.
- Reporting all negligent use of tools to the superintendent.
- Ensuring that no faulty tools are signed out of the store for usage.
- Controlling layout of store, shelving, and stacking, to keep it safe for human entrance and to keep tools safety and orderly for easy access and to prevent damage.
- Keeping store clean at all times by dusting and sweeping for tidiness as well as compliance to the Health and Safety Act.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Ensuring that no unauthorised person enters the store to prevent theft, damages, and injuries.
- Furnishing only materials to known persons in section and according to quantities written on works orders or referred to in writing by the superintendent.
- Doing yearly stocktaking to check if store items were controlled properly.
- Reporting foreseen shortages in stock items beforehand so that materials can be purchased timeously.

Workplace Safety:

- Identifying unsafe conditions, hazardous materials, and imminent danger.
- Ensures work areas are safe and reports safety issues.
- See to the personal safety aspects related to the jobs and that it is adhered to concerning employees and the public.
- Has general knowledge of the procedures of identifying unsafe conditions, hazardous materials, and imminent danger.

Salary: R 136 020, 72 – R 139 117, 40 pa (post level 15) subject to job evaluation.

POSITION: ARTISAN ASSISTANT (ELECTRICAL) - SASOLBURG

Minimum requirements:

- Grade 10.
- Studying towards a trade certificate or 01 years' experience.
- Exposure and appropriate knowledge and experience in electrical services.

Competency requirements:

- Service Delivery Orientation.
- Customer orientation and customer focus.
- Workplace Safety.
- Planning and Organising.

Main duties

Workplace Safety:

- See to personal safety aspects related to the jobs and that is adhered to.
- Attend safety meetings and see to it that registers are kept up to date.
- Displays knowledge of all related safety or security regulations.
- Is aware of co-workers' safety in the workplace.
- Understands how to use and operate safety equipment.
- Enforces safety and / or security procedures.
- Is aware of the hazards of working with dangerous materials.

Enquiries: NM Ngwenya
Telephone: 016 973 8392
Email: mary-jane.ngwenya@metsimaholo.gov.za

- Any other related duties as reasonably instructed by the supervisor.

Managing Work:

- Remains focused on task at hand.
- Uses time effectively and prevent irrelevant issues or distractions from interfering with work completion.
- Completes tasks on time.

Electrical Maintenance:

- Assist with construction of new electrical networks and all work related to such.
- Work on maintenance of existing network.

Planning and Organising:

- Plans tasks daily according to a set schedule and executes as per priority list.
- Modifies plans in line with instructions from supervisors.

Materials and Supplies:

- Assist with obtaining material for a project.
- Assist with obtaining tools and equipment and enhance proper usage thereof.

Salary: R 141 249, 18 – R 149 067, 18 pa (post level 14) subject to job evaluation.

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITION