



VACANCIES

NOTICE: 11/2025/2026

INTERNAL AND EXTERNAL

Metsimaholo Local Municipality, is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability), with its Head Office situated in Sasolburg, is looking for suitably qualified persons to fill the under-mentioned posts:

FULL DETAILS OF THE ADVERTISED POSITIONS, INCLUDING THE COMPREHENSIVE JOB SPECIFICATIONS, ARE AVAILABLE ON THE OFFICIAL MUNICIPAL WEBSITE (www.metsimaholo.gov.za)

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: BILLING CLERK
METER READER-BUSINESS
METER READER X2
SNR CLERICAL ASSISTANT
CASHIER-SASOLBURG (Appointment as per diversity target)
BUYER X3

DIRECTORATE: TECHNICAL & INFRASTRUCTURAL SERVICES

POSITIONS: HEAVY MACHINE OPERATOR-WATER & SEWER (TLB Operator)
HEAVY MACHINE OPERATOR-ROADS & STORM WATER (Tipper)
HEAVY MACHINE OPERATOR-GENERAL MAINTENANCE (Grader)
FACTOTUM CARPENTER (re-advertisement)

DIRECTORATE: SOCIAL SERVICES

POSITIONS: INVENTORY CONTROLLER
DRIVER - WASTE
DRIVER - PARKS X2
HEAVY MACHINE OPERATOR-WASTE
BY-LAW OFFICER X2 (Appointment as per diversity target)

The above advertised positions are Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg - Fichardt Street, **unless stated otherwise**.

Candidates whose appointment will promote representativeness will be given preference (**where applicable**). White, Indian, Coloured and People with disabilities are highly encouraged to also apply for identified positions in line with the approved Municipal Employment Equity Plan targets.

Please note that the municipality does not reimburse costs for traveling to and from the interview. Attached also is the prescribed application form (**Annexure B**) of the Local Government Municipal Staff Regulations, which can be obtained at the Human Resources Division Room 108 or can be downloaded on the Municipal Website (www.metsimaholo.gov.za).

All applications **must** be in the Prescribed Application Form, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloung, Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications, incomplete/unclear or illegible CV's and applications without CV's will be disqualified.

All shortlisted candidates will be subjected to background screening checks (verification of qualification, reference check, and criminal record check (where applicable)). Successful candidates will undergo a competency-based assessment (where applicable). Metsimaholo Local Municipality, values privacy in terms of the Protection of Personal Information Act (Act No. 4 of 2013 (POPIA) which is effective from 01 July 2021, personal information will not be disclosed to any third party, unless otherwise prescribed in the Act, following due process(es). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Due to the large number of applications, we envisage to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03 months) of the closing date, should consider their application unsuccessful.

Closing date: **31 MARCH 2026**.

Best regards

MR. F J MOTLOUNG
MUNICIPAL MANAGER

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT TO THE ABOVE POSITION/S.

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Enquiries: M MADUNA
Telephone: 016 973 8695

FINANCIAL SERVICES

DIVISION: REVENUE

POSITION: BILLING CLERK

Minimum requirements:

- Grade 12 or equivalent,
- Computer Literacy: MS Office
- 1 – 2 years relevant experience

Competency requirements:

- Attention to detail
- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison

Main Duties

To coordinate Billing Data Processing

- Capture meter readings, consumer information and service changes on the billing system.
- Verify billing information against source documents and reports.
- Assist with monthly billing runs and account generation.
- Identify and report abnormal consumption or billing irregularities

To coordinates sequences account Maintenance

- Update consumer details such as ownership changes, addresses and service categories.
- Process approved billing adjustments, rebates and corrections.
- Maintain accurate master file information

To attend to Query Handling

- Attend to internal and external billing enquiries.
- Provide explanations regarding charges, tariffs and account balances.
- Refer complex matters to the accountant: Billing.

Maintain Reporting & Reconciliation Support

- Assist with preparation of billing and consumption reports.
- Compare billing data with meter reading reports to identify discrepancies.
- Support reconciliation of billing information where required.

Update System and Record Keeping

- File and maintain billing documentation and reports.
- Perform data backups as instructed.
- Ensure records are stored securely and are easily retrievable.

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Salary: R 273,813.03 – R 313,570.44 per annum (post level 09), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: CASHIER (SASOLBURG)
(Appointment will be made in accordance with diversity target)

Minimum requirements:

- Grade 12 with Accounting and Mathematics
- Computer Literacy (Microsoft Office applications)
- 6-9 months relevant experience

Competency requirements:

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

Main Duties

Receives payment against specified services rendered from the Public

- Communicating with the customer and attending to specific payment enquiries and/ or providing information on tariffs for specific services.
- Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific services (consolidated accounts).
- Collects and counts payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes payments.
- Issuing computerized cash register receipt reflecting amount tendered and confirms recording with the customer.
- Recording of fees received and balancing of cash, performing of breakdown of fees collected and recording in Analysis Book

Reconciles cash received against receipts issued to customers

- Separating denominations and commencing with control counting sequences.
- Tallying amounts and verifying cash totals to receipts issued.
- Verifying cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attending and rectifying deviations in

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recordings or counts prior to forwarding to Treasury sub-section for depositing.

Maintains documentation and records of transactions and procedures

- Attaching duplicate receipts and deposit slips to schedules and filing in chronological sequence.
- Accessing/ retrieving information and records to facilitate resolution of specific enquiries.
- Submitting memorandums to the appropriate sub-section for the rectification of discrepancies on relevant accounts

Salary: R 240,841.66 – R 268,212.42 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: METER READER BUSINESS

Minimum requirements:

- Grade 12
- 1-2 years relevant experience.
- Professional Driving Permit(PDP)

Competency requirements:

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

Main Duties

Meter Reading – Businesses and Municipal Departments

- Receive verbal instructions from immediate supervisor on the reading schedule relating to specific facilities
- Remove dirt and stains from meter for purpose of obtaining the reading
- Obtain accurate meter readings from customer meter as per meter book
- Report any faulty, broken, stuck meters when in the field.
- Report new meters when doing routine meter reading
- Do check readings as requested from capturer, income clerk and supervisor
- Liaise and educate customers on meter and the readings

Connections and Disconnections

- Execute approved service connections and disconnections for water and electricity in accordance with:

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- Credit Control Policy
- Indigent Policy
- Revenue Management Policy
- Issue disconnection and reconnection notices as instructed.
- Block or activate prepaid meters as per approved instructions.
- Ensure all safety procedures are followed during connections and disconnections.

Data Verification and Reporting

- Cross-check readings against historical consumption trends.
- Flag abnormal consumption patterns for investigation.
- Assist with resolving billing queries related to meter readings.
- Compile daily and monthly activity reports.
- Maintain proper documentation for audit purposes in line with the Municipal Finance Management Act.

Customer and Departmental Liaison

- Provide professional assistance to business customers and municipal departments.
- Explain consumption readings where required.
- Report complaints regarding meters to the relevant technical section.
- Support internal departments with verified consumption data.

Compliance and Asset Protection

- Ensure compliance with the Municipal Systems Act and municipal policies.
- Protect municipal metering infrastructure.
- Report theft, vandalism, or illegal connections immediately.
- Adhere to Occupational Health and Safety standards

Salary: R 179 535,36 – R 191 706,00 per annum (post level 13), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: METER READER X2

Minimum requirements:

- Grade 12
- 12 months of relevant experience.

Competency requirements:

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

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Main Duties

Performs specific tasks associated with driving to relevant destinations for recording consumption information for services rendered

- Receive verbal instructions from immediate supervisor on the reading schedule relating to specific facilities
- Remove dirt and stains from meter for purpose of obtaining the reading
- Obtain accurate meter readings from customer meter as per meter book
- Report any faulty, broken, stuck meters when in the field.
- Report new meters when doing routine meter reading
- Do check readings as requested from capturer, income clerk and supervisor
- Liaise and educate customers on meter and the readings

Salary: R 165 821,00 – R 174 999,03 per annum (post level 14), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SNR CLERICAL ASSISTANT

Minimum requirements:

- Grade 12 with Accounting and Mathematics
- Computer Literate
- 1 – 2 years meter reading environment
- Knowledge of billing systems (e.g., Solar) and MS Excel

Competency requirements:

- Attention to detail
- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison

Main Duties

Data Capture and Verification

- Capture meter readings (water and electricity) into the municipal billing system
- Verify accuracy and completeness of readings submitted by field meter readers
- Check for abnormal consumption patterns and flag possible faults or tampering.

System and Record Management

- Update consumer records (meter numbers, route codes, and reading cycles).

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- Maintain proper filing (manual and electronic) of reading sheets and reports.
- Assist with synchronising handheld device data uploads

Quality Control and Reporting

- Identify and report irregular, estimated, or missing readings to the supervisor.
- Generate daily, weekly, and monthly reading capture reports.
- Support the preparation of audit trails for billing verification.

Customer Service and Communication

- Respond to internal queries from billing and customer care sections.
- Assist in resolving consumer billing disputes related to readings.
- Communicate identified field issues (faulty meters, inaccessible premises) to relevant departments.

Salary: R 240,841.66 – R 268,212.42 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: SUPPLY CHAIN MANAGEMENT

POSITION: BUYER X3

Minimum requirements:

- N6 in Business Management or relevant;
- Stores Certificate,
- Computer literacy: MS Office.
- 01 – 02 years relevant experience required

Competency requirements:

- Attention to detail
- Service Delivery Orientation
- Good knowledge of stores and inventory control
- Good computer skills.
- Good communication skills.

Main Duties:

Coordinates and performs specific activities/ tasks associated with the planning controlling the receipting, storage and utilization of items

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- Implementing efficient and competitive procurement systems through the investigation of current system and processes in compliance with the Supply Chain Management Act and Municipal Finance Management Act.
- Implementing of Preferential Procurement Policy and related procedures through liaison with private entities pertaining to Broad Based Black Economic Empowerment (BBBEE) issues and advising on the Council's position on BBBEE status and initiatives.
- Verifying that the municipality is provided with uninterrupted flow of materials, goods and services and checking products and confirming/acknowledging details recorded on transactional documentation correspond with receipts.
- Planning in conjunction with user department's reliable sources of goods and services required, negotiating short and long term supply/ service contracts with suppliers (using Just-in-Time principles), obtaining "Best Value for Money" in the procurement of goods and services, identifying and managing risk of supplier default with contingency planning, and liaising with user departments on supplier performance.
- Maintaining an approved supplier database and reviewing and locating potential suppliers, verifying information supplied by potential suppliers, and liaising with Creditor's Department pertaining to supplier registration.
- Providing input into the drafting of tender notices/ quotations and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.).

Processes transactional information on specific computerized applications and completes forms, schedules and documents

- Collating, checking and verifying information recorded on transactional documents, forms and schedules prior to commencing with updating sequences.
- Capturing information associated with time, material and resources utilized.
- Entering details of inbound material/ goods (quantity, date, etc.) against product codes and preparing supporting documentation (e.g. goods received note) to validate receipt.
- Receiving instructions on the disposal of damaged/ excess goods.
- Inserting documentation, correspondence, forms, etc in alpha/ numerical or chronological sequence into appropriate files, accessing relevant information upon request or support query resolution and/ or deleting or removing old/ obsolete records from the respective files.

Interacts and cultivates strategic alliances with suppliers and service providers critical for optimum supply chain performance

- Detailing the functionality's objectives and goals and the Municipality's standards and requirements.

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- Evaluating the capability of service providers and suppliers to meet the demand and supply requirements of the Municipality.
- Assessing feedback and analyzing quality control assurance appraisals on service level/standards and implementing remedial measures and/or actions to maintain internal/external supply chain integrity.
- Identifying and evaluating suppliers strengths and weaknesses, identifying the need for alternatives or contingency plans to effectively deal with fluctuations in the supply cycle.
- Recommending appropriate stock minimization methodologies/ approaches aimed at reducing capital stock piling.

Salary: R 273,813.03 – R 313,570.44 per annum (post level 09), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

TECHNICAL & INFRASTRUCTURE SERVICES

DIVISION: CIVIL ENGINEERING SERVICES

POSITION: HEAVY MACHINE OPERATOR ROADS AND STORMWATER (TIPPER)

Minimum requirements:

- Grade 10,
- Code 14(EC) Driver's license,
- PrDP
- Valid Heavy Duty Machine Operating Certificate and relevant heavy equipment license
- 2 – 3 years' experience in operating heavy machinery

Competency requirements:

- Good communication.
- Planning and organizing
- Technical Proficiency
- Safety Awareness
- Problem-Solving

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

Main Duties

Operate heavy machinery for road construction, repairs of municipal infrastructure

- Operate heavy machinery by
- Operate heavy machinery to load, unload, dig, transport and level materials.
- Digging trenches, holes, graves, etc with a back actor.
- Compacting road surfaces with a roller.
- Loading lorries with sand, gravel, etc by using a front-end loader.
- Tipping loads into predetermined distances on sites.
- Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- Washing and cleaning yellow fleet, removing debris using pressurized hose and specific cleaning material and/ or attending to the basic removal/ replacement of defective parts.
- Operating the yellow plant Driving and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- Performing specific functions of technical services of digging, cleaning, levelling, loading and maintenance operating the yellow plant.
- Set up and operate machinery according to production schedules and specifications.
- Perform any other related ad hoc tasks and duties as requested or required by Supervisor and Foreman from time to time.

Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.

- Assist in municipal infrastructure projects, including the maintenance of roads, stormwater drainage, and waste disposal sites.
- Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.
- Coordinate with other municipal teams to ensure effective service provision

Perform routine maintenance checks and ensure the safe storage and use of equipment.

- Maintenance and operating heavy machine by
- Utilizing the machine in the most economical way.
- Ensuring that the machine is operated 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 subordinates are working under safe conditions.

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- Performing daily inspections of the machines.
- Report breakdowns and request repairs in line with municipal fleet management policies.
- Ensure that the plant is maintained (oil level, greased, serviced at correct intervals as per mechanical workshop program) and cleaned after use, inside and outside and the engine.
- Assist with general maintenance tasks when required.
- Perform routine maintenance and cleaning of machines to keep them in optimal working condition.
- Reporting all defects, un-roadworthy or mechanical breakages to the supervisor.

Ensure compliance Occupational Health and Safety Act, and other relevant legislation

- Perform daily inspections of equipment to ensure functionality and safety.
- Follow and maintain safety protocols and guidelines to prevent accidents and injuries.
- Notifying the Supervisor of all accidents, damages, losses and breakages of the assigned vehicle

Salary: R 165,821.00 – R 174,999.03 per annum (post level 14), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: HEAVY MACHINE OPERATOR SEWER/WATER (TLB)

Minimum requirements:

- Grade 10,
- Code 14(EC) Driver's licence,
- PrDP
- Valid Heavy Duty Machine Operating Certificate and relevant heavy equipment license
- 2 – 3 years' experience in operating heavy machinery

Competency requirements:

- Good communication.
- Planning and organizing
- Technical Proficiency
- Safety Awareness
- Problem-Solving

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

Main Duties

Operate heavy machinery for road construction, repairs of municipal infrastructure

- Operate heavy machinery by
- Operate heavy machinery to load, unload, dig, transport and level materials.
- Digging trenches, holes, graves, etc with a back actor.
- Compacting road surfaces with a roller.
- Loading lorries with sand, gravel, etc by using a front-end loader.
- Tipping loads into predetermined distances on sites.
- Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- Washing and cleaning yellow fleet, removing debris using pressurized hose and specific cleaning material and/ or attending to the basic removal/ replacement of defective parts.
- Operating the yellow plant Driving and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- Performing specific functions of technical services of digging, cleaning, levelling, loading and maintenance operating the yellow plant.
- Set up and operate machinery according to production schedules and specifications.
- Perform any other related ad hoc tasks and duties as requested or required by Supervisor and Foreman from time to time.

Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.

- Assist in municipal infrastructure projects, including the maintenance of roads, stormwater drainage, and waste disposal sites.
- Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.
- Coordinate with other municipal teams to ensure effective service provision

Perform routine maintenance checks and ensure the safe storage and use of equipment.

- Maintenance and operating heavy machine by
- Utilizing 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 subordinates are working under safe conditions.

VACANCIES

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- Performing daily inspections of the machines.
- Report breakdowns and request repairs in line with municipal fleet management policies.
- Ensure that the plant is maintained (oil level, greased, serviced at correct intervals as per mechanical workshop program) and cleaned after use, inside and outside and the engine.
- Assist with general maintenance tasks when required.
- Perform routine maintenance and cleaning of machines to keep them in optimal working condition.
- Reporting all defects, un-roadworthy or mechanical breakages to the supervisor.

Ensure compliance Occupational Health and Safety Act, and other relevant legislation

- Perform daily inspections of equipment to ensure functionality and safety.
- Follow and maintain safety protocols and guidelines to prevent accidents and injuries.
- Notifying the Supervisor of all accidents, damages, losses and breakages of the assigned vehicle

Salary: R 165,821.00 – R 174,999.03 per annum (post level 14), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: HEAVY MACHINE OPERATOR GENERAL MAINTENANCE (GRADER)

Minimum requirements:

- Grade 10,
- Valid EC1 or higher driver's license plus PrDP
- Valid Heavy duty machine Operating Certificate.
- Relevant heavy equipment licence
- 2 – 3 years' experience in operating heavy machinery

Competency requirements:

- Good communication.
- Planning and organizing
- Technical Proficiency
- Safety Awareness
- Problem-Solving

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

Main Duties

Operate heavy machinery for road construction, repairs of municipal infrastructure

- Operate heavy machinery by
- Operate heavy machinery to load, unload, dig, transport and level materials.
- Digging trenches, holes, graves, etc with a back actor.
- Compacting road surfaces with a roller.
- Loading lorries with sand, gravel, etc by using a front-end loader.
- Tipping loads into predetermined distances on sites.
- Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- Washing and cleaning yellow fleet, removing debris using pressurized hose and specific cleaning material and/ or attending to the basic removal/ replacement of defective parts.
- Operating the yellow plant Driving and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- Performing specific functions of technical services of digging, cleaning, levelling, loading and maintenance operating the yellow plant.
- Set up and operate machinery according to production schedules and specifications.
- Perform any other related ad hoc tasks and duties as requested or required by Supervisor and Foreman from time to time.

Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.

- Assist in municipal infrastructure projects, including the maintenance of roads, stormwater drainage, and waste disposal sites.
- Respond to service delivery requests such as clearing debris, excavation, and other public works requirements.
- Coordinate with other municipal teams to ensure effective service provision

Perform routine maintenance checks and ensure the safe storage and use of equipment.

- Maintenance and operating heavy machine by
- Utilizing the machine in the most economical way.
- Ensuring that the machine is operated 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.

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- Ensuring that subordinates are working under safe conditions.
- Performing daily inspections of the machines.
- Report breakdowns and request repairs in line with municipal fleet management policies.
- Ensure that the plant is maintained (oil level, greased, serviced at correct intervals as per mechanical workshop program) and cleaned after use, inside and outside and the engine.
- Assist with general maintenance tasks when required.
- Perform routine maintenance and cleaning of machines to keep them in optimal working condition.
- Reporting all defects, un-roadworthy or mechanical breakages to the supervisor.

Ensure compliance Occupational Health and Safety Act, and other relevant legislation

- Perform daily inspections of equipment to ensure functionality and safety.
- Follow and maintain safety protocols and guidelines to prevent accidents and injuries.
- Notifying the Supervisor of all accidents, damages, losses and breakages of the assigned vehicle

Salary: R 165,821.00 – R 174,999.03 per annum (post level 14), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: FACTOTUM CARPENTER (RE-ADVERTISEMENT)

Minimum requirements:

- Grade 10, Study towards a trade certificate
- Code 10 driver's license
- 1-year experience with the ability to perform multi skilled trade related functions

Competency requirements:

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

Main Duties:

Manages own time and available resources and tools to ensure that work is completed efficiently and on time

- Performs manual functions.

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- Oversees a group of Workers, to ensure Workers comply with basic instructions.
- Supervise or do preliminary work on instruction of superintendent or independently.
- Assist with the preparation of sites and setting out (measuring) for partitioning, ceiling etc.
- Supervising the erection and dismantling of scaffolding by applying safety precautions while performing carpentry work higher than 1,5 meters and installing ceilings.
- Assisting workers in moving of equipment and materials can be up to 50 kg (tools/machinery).
- Supervisory duties relevant to the section by
- Signing of attendance register
- Receiving verbal work instructions from superintendent for execution with estimated time for completion.
- Inspecting work sites to determine the kind of operation (hand or machine) needed to perform the work.
- Briefing handyman and workers on the intended actions.
- Supervise or do preliminary work on instruction of superintendent or independently.
- Commissioning work as per qualification as tradesman and work experience.
- Liaising with superintendent on any problems encountered due to labour, plant and material used to be able to furnish facts for any discrepancies from work orders received.
- Performing any other work related to carpentry as instructed by the immediate supervisor.

Manage safety at the workplace for teams when performing their activities

- Ensures work areas are safe and reports safety issues.
- Stores tools and keep them safe.
- Adheres to Health and Safety rules.
- Ensures the workplace is clean and is maintained in accordance with Health and Safety requirements.
- Wear all safety clothing and safety equipment.
- Has general knowledge of the procedures of identifying unsafe conditions, hazardous materials and imminent danger.
- Ensuring that all safety aspects are adhered to as to the transport of workers and materials.

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Conduct operational monitoring and support

- Shows a satisfactory level of technical expertise to perform tasks and activities associated with general maintenance and repair work, operating small plant and handheld tools in accordance with laid down instructions.
- Reporting any faulty equipment and vehicles to the superintendent immediately at occurrence to safeguard it as well as workers.

Coordinate planning and organising activity schedule

- Plans routine activities in line with a pre-determined work schedule.

Salary: R 240 841,66 – R 268 212,42 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

SOCIAL SERVICES

Division: Parks and Recreation

POSITION: INVENTORY CONTROLLER

Minimum requirements:

- Grade 12 or equivalent
- basic computer literacy
- 1–2 years' experience in stores, inventory, or stock control environment

Competency requirements:

- Problem Solving
- Community and Customer Focus
- Planning and organising
- Attention to detail and accuracy

Main Duties:

Control receipt and issuing of stock

- Receive tools, materials, plants, fertilisers, fuel, and equipment.
- Verify quantities and quality against delivery notes.
- Issue stock to parks teams according to authorised requisitions.

Maintain inventory records

- Capture stock received and issued on inventory system or stock registers.
- Update bin cards and stock sheets.
- Maintain proper filing of supporting documents.

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- Conduct regular stock counts.
- Identify minimum and maximum stock levels.
- Notify supervisor of shortages and reorder requirements.

Safeguard tools and equipment

- Ensure tools and equipment are stored securely.
- Record movement of equipment issued to teams.
- Report losses, damages, or misuse.
- Keep store area clean, organised, and safe.
- Ensure proper stacking and storage of chemicals and gardening materials

Salary: R 273,813.03 – R 313,570.44 per annum (post level 09), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance

POSITION: POSITION: DRIVER-PARKS X2

Minimum requirements:

- Grade 10,
- Code C1 driving license – PrDP
- Inherent requirement to perform the functions associated with the post.
- 2-3 years' experience driving

Competency requirements:

- Vehicle safety
- Community and Customer Focus
- Ethics and Professionalism
- Driving behaviour

Main Duties:

Performs specific tasks/ activities at the Depot prior to and on completion of allocated assignments

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

Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist

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- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations in entries, raised during processing.

Performs specific tasks associated with the operation of vehicles and monitoring the collection and disposal of debris

- Transporting personnel to locations, monitoring the collection activities and/ or communicating with personnel with regards to the cleaning of spillages.
- Attending to queries from personnel with regards to specific waste/ litter items, assessing and providing information on the need for separation or continuation with collection sequence.
- Driving to waste disposal/ landfill sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste/litter separation where necessary.
- Driving/operating the vehicle within the limitations imposed by the manufacturer and in compliance with the Road Traffic Act and/or other legislation imposed on the usage of vehicles on public roads.
- Driving/operating the vehicle within the scope/route of the task issued by the immediate superior.

Communicates with the immediate supervisor and subordinates

- Receiving instructions and/ or communicating with the subordinates to establish details of tasks (vehicle, tools, materials and personnel).

Salary: R 159 682,99 – R 163 318,38 per annum (post level 15), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

Division: Waste Management

POSITION: DRIVER-WASTE

Minimum requirements:

- Grade 10
- Code 14(EC) Driver's license,
- PrDP
- 2-3 years' experience driving

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

Competency requirements:

- Communication skills.
- Ability to work under pressure.
- Work with teams
- Vehicle safety

Main Duties:

Performs specific truck driving tasks/ activities at the Environmental Management site prior to and on completion of allocated assignments

- Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects to the cleansing supervisor.
- Transporting refuse, materials and personnel to/ from specific locations and observing all traffic rules and regulations.
- Driving and manoeuvring the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping, etc).
- Driving/Operating the vehicles within the limitations imposed by the manufacturer and in compliance with the Road Traffic Act and/or other legislation imposed on the usage of vehicles on public roads.
- Driving/Operating the vehicle within the scope/route of the task issued by the immediate superior/Supervisor
- Delivering/disposing of equipment, materials and goods in accordance with the prescripts and instruction instructions of the immediate supervisor

Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist)

- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel/ Supervisor: Collection for processing.
- Referring to work schedules and registers to correct deviations in entries raised during processing.
- Submitting vehicle log and worksheets as per the instructions of the superior.

Performs and controls tasks/ activities associated with controlling personnel performance, productivity and discipline

- Planning, implementing and controlling the daily work/ actions of staff/General Workers.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel

Performs specific activities associated with communications and providing support to line functions

- Receiving instructions from the Supervisor Collection to establish details of driving tasks.

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

- Communicating with the Transfer station supervisor at the transfer station receiving details/instructions of Waste disposal.

Salary: R 159,682.99 – R 163,318.38 per annum (post level 15), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance

POSITION: HEAVY MACHINE OPERATOR-WASTE

Minimum requirements:

- Grade 10,
- Code EC (Code 14) Driver's Licence
- PrDP,
- Valid Heavy duty machine Operating/Landfill machinery Certificate and relevant heavy equipment licence.
- 02–03 years' experience operating heavy machinery such as loaders or compactors.

Competency requirements:

- Ability to operate heavy machinery safely and efficiently
- Workplace health and safety practices
- Basic mechanical awareness of plant and equipment
- Communication

Main Duties:

Operate heavy landfill machinery

- Operate front-end loaders, compactors and other heavy plant equipment.
- Compact waste to required density and spread cover material.
- Load refuse and soil as required.
- Position and tip loads at designated areas as per landfill operational plan.

Maintain and ensure proper utilisation of machinery

- Operate machinery in an economical and safe manner.
- Monitor performance and respond to abnormal noises or mechanical issues.
- Conduct daily pre-start inspections.
- Report defects and malfunctions immediately.
- Ensure machinery is serviced according to maintenance schedules.
- Clean equipment after use.

Ensure compliance with safety standards

- Follow all Occupational Health and Safety (OHS) procedures.
- Wear prescribed PPE at all times.
- Maintain safe working distances from other vehicles and workers.
- Follow traffic flow rules within the landfill site.

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

Salary: R 165,821.00 – R 174,999.03 per annum (post level 14), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

Division: Traffic

POSITION: BY-LAW OFFICER X2

(Appointment will be made in accordance with diversity target)

Minimum requirements:

- Grade 12 certificate,
- Code EB driver's license,
- No criminal record;
- Be Physical fit.
- 2 years relevant experience

Competency requirements:

- Oral and Written Communication
- Problem Solving
- Community and Customer Focus
- Negotiation and Influencing
- Ethics and Professionalism

Main Duties:

Coordinate the enforcement of Municipal By-Laws

- Investigating complaints received pertaining to businesses and addressing problems through corrective measures.
- Conducting business inspections to ensure compliance with registration requirements and maintaining effective controls and enforcements on informal traders ensuring that traders are in possession of trading permits, and issuing of spot fines for contraventions.
- Attending to queries/complaints, conducting investigation/ inspection and doing follow up inspections on contraventions identified.
- Advising and enforcing the various Legal Acts, By-laws and Council policies to ensure compliance by the Business Sector i.e. Business Act No 71 of 1997, Business Hours Ordinance Act No 11 of 1973, Business Regulations, Street Trading By-laws, Advertisement and Bill posting By-laws, etc.
- Monitoring law enforcement procedures with regards to illegal traders.
- Issuing informal traders with monthly statements and explaining the contents in order to ensure arrear rental payments, including receipting and recording of fees received prior to processing together with LED Department

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

- Forwarding reports and other documents to the Senior Law Enforcement Officer for further processing.

Conducting of inspections to relevant premises and locations and communicating with individuals involved

- Monitoring uncontrolled animals, arranging capture/ impounding and fining, and/or warning owners if necessary.
- Monitoring illegal dumping and littering, tracing offenders and issuing of fines and/ or summonses; including enforcing Public Health Hazards and Nuisances By-law.
- Monitoring through routine inspections that the placement of posters complies with the necessary conditions and restrictions imposed by the Licensing Authority, and reporting on non-conformance, including removing of illegally displayed or incorrectly placed posters.
- Tracking person/s responsible for non-compliance of placement of posters through referring to records of display applications for names and addresses and tracing responsible person/s if records are unavailable.

Attending to specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

- Completing instructional/ operational documentation (specific forms and annexure's/ travel documentation, etc), sorting documentation in alphanumeric sequences and maintaining an effective filing system.
- Removing and discarding old files or documents every three years in accordance with statutory requirement and upon approval by the Chief Law Enforcement and Licensing Officer.
- Photocopying relevant documents for filing.
- Issuing informal traders with monthly statements and explaining the contents in order to ensure arrear rental payments, including receipting and recording of fees received.
- Checking that all business license applications supporting documents are correctly identified and information is captured.
- Advising the general public of the requirements of the relevant legislation, fees, procedures and applications through telephonic and counter queries, including the organizing of meetings with relevant stakeholders.

Disseminates functional and operational information on problems and constraints

- Attending to queries/complaints, conducting investigation/ inspection and doing follow up inspections on contraventions identified.
- Advising the general public of the requirements of the relevant legislation, fees, procedures and applications through telephonic and counter queries, including the organizing of meetings with relevant stakeholders.

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

- Advising and enforcing the various Legal Acts, By-laws and Council policies to ensure compliance by the Business Sector i.e. Business Act No 71 of 1997, Business Hours Ordinance Act No 11 of 1973, Business Regulations, Street Trading By-laws, Advertisement and Bill posting By-laws, etc.

Salary: R 240 841,66 – R 268 212,42 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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