

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

DIRECTORATE: TECHNICAL SERVICES
DEPARTMENT: WATER & SEWERAGES:
FOREMAN: WATER AND SEWERAGES (REFERENCE: TEC 431) WEST
PERMANENT APPOINTMENT - TULBAGH

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Grade 12 or equivalent Technical Qualification.
- A Valid Code C1 Driver's License with PRPD.
- Certification in handling and transportation of dangerous goods (Chemicals)
- 5 years of relevant experience
- Computer literacy (MS Applications)
- Technical background and customer service approach.
- Communication skills, disciplinary course, and supervisory skills.
- Must be able to effectively manage and supervise the staff in the section.
- Must be able to travel to the various segments to check on progress.
- Must be able to communicate effectively with staff.
- Required to work in all weather conditions.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- Must perform duties in the whole municipal area.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Problem Solving; Planning and Organising & Organisational Awareness
2.	Functional Competencies	Discipline Specific Skills: People Management; Task Management; Workplace Safety, Budgeting
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Action and Outcome Orientation; Resilience; Ethics and Accountability
4.	Management / Leadership Competencies	Direction Setting; Impact and Influence; Coaching and Mentoring & Team Orientation

Duties:

- Inspecting and interacting with users (Council and Public) to promote the functionality of the Water & Sewage Section.
- Report and seek approval/guidance in the coordination of specific sequences to improve service delivery procedures.
- Schedule work duties of personnel in the Water & Sewerage Section in conjunction with the immediate superior.
- Do site inspections on a continuous basis to ensure the smooth functioning of the Section.
- Conduct frequent meetings with the immediate superior to solve any operational problems.
- Monitor the operation of the water & sewage networks to ensure effective service and plan and prioritize daily work of the section.

- Delegated and supervised daily work to subordinates, leading and guiding staff.
- Inspect, check, and correct work being done and maintain a fair distribution of operational resources and labour for each subsection.
- Arrange and recommend appropriate working tools or equipment.
- Submit reports to the immediate superior on the operational efficiency of the Water & Sewerage Section.
- Submit statistical reports on daily activities, including scheduled work carried out, details of complaints attended to, exact actions carried out to rectify the problem, Vehicle log sheets, Overtime schedules, Requisition orders, and General functional feedback.
- Compile reports on subordinate misconduct to be submitted as evidence during disciplinary hearings.
- Be aware of Municipal Health and Safety Regulations and comply where applicable.
- Provide all relevant staff with protective clothing and explain the necessity of wearing and using it.
- Ensure that staff adhere to health and safety regulations as contained in the Act.
- Recommend the installation of public safety or warning signal boards at all sewage installations.
- Liaise with the immediate superior with regard to the maintenance required on vehicles and equipment
- Undertake inspections to ensure that all maintenance activities have been carried out in an acceptable manner and according to standards.
- Supervise and coordinate the provision and maintenance of the water & sewage network operations and the Reliability of the water & sewerage network.
- Conduct inspections constantly to ensure that a professional service is rendered.
- Do pre-inspection before driving the vehicle and keep the vehicle logbook updated and maintained at all times for costing purposes.
- Submit log sheets once a week according to prescribed guidelines and report any faults to the immediate superior.
- Transport personnel, materials, and equipment to/from specific allocations.
- Extensive interaction with co-workers regarding obtaining and relaying information.
- Interact with internal departments as well as members of the public on complaints and service-related problems.
- Liaise with superiors in order to receive instructions, make recommendations, or discuss service-related problems experienced.
- Interact with colleagues when conveying or receiving information in order to complete tasks.
- Arrange for maintenance of machinery and equipment; responsible for safe storage of machinery/equipment.
- See to it that the equipment and machinery are cleaned and well-maintained.

Salary: R 316 061.15 per annum (Post Level T10 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 30 OCTOBER 2026 BEFORE 12H00.

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

(Witzenberg Municipality fully supports Employment Equity (in terms of the Employment Equity Act))

Please state the reference number on your application

Municipal Manager
D Nasson
04/03/23