

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

**DIRECTORATE: COMMUNITY SERVICES  
AMENITIES AND ENVIRONMENT  
SENIOR FOREMAN (FACILITIES, MAINTENANCE AND PARKS) (REFERENCE: COM 149)  
PERMANENT POSITION – CERES**

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

**Requirements:**

- Grade 12
- Computer literate (MS Applications)
- 3-5 Years of relevant experience.
- A valid Code B Drivers' licence with PRDP.
- Good human relations, interpersonal, and communication skills.
- Ability to give attention to detail and ability to work under pressure.
- High level of responsibility and ability to handle conflict.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing, and speech ability, and must be mentally fit and able to do the work.
- 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**

No	Category	Competency
1.	Core Professional Competencies	<i>Problem solving; Planning and Organising; Organisational Awareness;</i>
2.	Public Service Orientation Competencies	<i>Interpersonal Relationships; Communication; Service Delivery Orientation</i>
3.	Personal Competencies	<i>Action and outcome orientation; Resilience &amp; Ethics and Accountability</i>
4.	Management / Leadership Competencies	<i>Direction Setting; Coaching and Mentoring &amp; Impact and Influence (Advocacy Skills) &amp; Team orientation</i>

**Duties:**

- Supervise and coordinate the work sequences of personnel at open spaces, parks and sports fields (including amenities) in Ceres, Hamlet and Op die Berg.
- Coordinate the cleaning and maintenance duties according to maintenance schedules.
- Maintain fair distribution of operational resources and labour for each subsection.
- Arrange and recommend appropriate working tools or equipment.
- Provide advice and direction to subordinate personnel regarding Council's short-, medium- and long-term strategies regarding public open spaces.
- Plan and organize maintenance schedules in preparation of parks, sports fields and common grounds so that maximum use is obtained.
- Conduct preparation sequences related to the cutting of grass.
- Supervise all maintenance work (e.g.: grass cutting, litter picking) carried out at rivers to ensure the preservation of water sources in the municipal area.
- Supervise the application of maintenance schedules for all areas of responsibility.
- Ensure that machinery and vehicles are cleaned and maintained, and in good working condition (e.g. tractors, brush cutters, pitch rollers, slashers, blower mowers).
- Ensure that equipment and machinery are use according to safety regulations and that protective equipment is used.

- Supervise the conducting of minor repairs on equipment and provide training to personnel in caring for equipment.
- 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.
- Ensure that community are provided with an efficient service.
- Ensure that maintenance operations are carried out according to schedule in all areas of responsibility.
- Provide all relevant staff with protective clothing and explain the necessity to wear and use it.
- Ensure that staff adhere to health and safety regulations as contained in the Act.
- Ensure the erection of safety or warning signals I boards at all working sites.
- Conducting pre-driving inspections; Checking levels of oil, water and tyres.
- Report breakages to the superintendent.
- Ensuring that the vehicle has been filled with diesel or petrol and ready to be utilised for operational use and oversee general maintenance of the vehicle.
- Maintain adequate stock levels for cleaning and maintenance work and Monitor and supervise the usage of materials.
- Calculate stock and report low levels that need replenishing to the immediate superior.
- Order and purchase cleaning material and maintenance material as approved by the immediate superior.
- Submit feedback and reports to the immediate superior on work related matters in the area of responsibility.
- Carry out inspections at amenities at sports fields to check on any repairs that need to be carried out.
- Report any breakages to the immediate superior and include defects in reports.
- Check that check lists have been completed after functions by the Caretaker.
- Obtain quotations for items needed and submit it to the immediate superior for further attention.
- Plan and organize maintenance and preparation of sport fields so that maximum use of sports grounds is obtained.
- Ensure that sporting facilities are clean and safe for public use Ensure the maximum use of the fields through proper maintenance and appearance.
- Prepare the sport fields including cricket pitch for use and put out markings as requested.

### **Salary: R 301 729.02 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](http://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](mailto: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: 01 MAY 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.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act)**

**Municipal Manager  
D Nasson  
04/03/22**

**17 APRIL 2026**