

SWELLENDAM MUNICIPALITY
VACANCY : TRAFFIC OFFICER (2 posts)

(Directorate : Community Services)

Salary scale T 10 : R258 336 – R335 340 per annum (plus normal fringe benefits)

Qualification & Experience:

- Grade 12;
- Traffic Officer Diploma;
- 2 - 5 years relevant experience;
- Valid code EB driver's license;
- Bilingual in two of the official languages in the Western Cape.

Other requirements:

- Firearm proficiency;
- No criminal record or cases awaiting trial.

General:

- Will be required to work shifts and overtime on a regular basis;
- Will be required to do standby duties;
- Must be in excellent health to comply with the physical requirements of the job.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to Mrs Charlene Lottring, Chief Traffic & Law Enforcements Services via e-mail to csaaiman@swellendam.gov.za

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 20 September 2024 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbrak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
HR Office - 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

(Notice HR 20/2024)

A. VORSTER
MUNICIPAL MANAGER

NO.	DUTIES/TASKS
1.	<p data-bbox="252 174 1460 241">Undertake duties and activities to promote road safety in the different towns within the municipal boundaries of Swellendam, by</p> <ul data-bbox="252 286 1460 734" style="list-style-type: none"> <li data-bbox="252 286 1460 353">• Patrolling and observing the streets with his/her vehicle and communicating with the Traffic Services office by radio / cell phone to identify any incident or situation which could endanger road safety. <li data-bbox="252 365 1460 432">• Attending to traffic bottlenecks caused through accidents, breakdowns, peak hour congestion or other disasters (fires, etc) near / on roads with the necessary safety procedures and equipment. <li data-bbox="252 443 1460 510">• Using hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow. <li data-bbox="252 521 1460 589">• Arranging for specific services (breakdown, fire, etc.) to remove obstacles or contain specific disasters to facilitate traffic flow. <li data-bbox="252 600 1460 667">• Doing road inspections visually to ascertain condition of roads (look out for pot-holes, road marks, speed bumps) and report for repairs. <li data-bbox="252 678 1460 734">• Undertaking traffic escorts regarding abnormal large or heavy vehicles, processions of public demonstrations, road running races, road bicycle races, etc. <p data-bbox="252 779 1460 846">In order to ensure that the inconvenience of road users and / or risk to road safety is minimised through the efficient handling of situations.</p>

2.

Undertake duties and activities regarding the enforcing of road traffic legislation / regulations and municipal by-laws in the different towns within the municipal boundaries of Swellendam, by

- Patrolling and observing the streets with his/her vehicle and attending to any traffic infringements, for example the neglecting of traffic signs, illegal parking, etc.
- Stopping vehicles in routine roadblocks for the checking / inspection of driver licenses, vehicle registrations, roadworthiness requirements, drunk driving (using alcohol testing instruments), etc. and attending to any infringements.
- Setting up speed traps or using a speed measuring cameras to measure the speed of road users and attending to infringements.
- Recording the statements of offenders and/or witnesses if necessary and obtain the necessary details of drivers / vehicles for the issuing of traffic fine notices for traffic offences/ contraventions.
- Giving verbal warnings or issuing traffic fine notices and/or executing arrests for more serious offences.
- Providing the details of traffic fine notices to the Cashiers: Traffic Services for the capturing thereof in the traffic fine computer.
- Receiving a printed list of offenders who did not pay their traffic fines with copies of their traffic fine notices from the Cashiers: Traffic Services and obtaining approval for summonses or warrants and court dates from the magistrate's office.
- Providing approvals to the Cashiers: Traffic Services and to the Traffic Officers of the province respectively for the printing of the summonses and warrants from their traffic fine computers.
- Serving the summonses physically at the addresses of offenders and obtaining signatures as acknowledgement for the receiving thereof.
- Executing arrests of concerned offenders with the aid of the warrants.
- Attending court proceedings to give evidence regarding charges if necessary.
- Receiving representations of offenders regarding traffic fines from the Senior Cashier: Traffic Services, doing recommendations about it, take it to the magistrate's office for their decisions about it and hand it back to the Cashiers: Traffic Services for the capturing thereof in the traffic fine computer.
- Controlling of street hawkers, informal traders, dogs, activities at seaside resorts, etc in accordance with municipal by-laws.
- Allocation of stands for street hawkers at the designated places in the different towns within the municipal boundaries of Swellendam.

In order to ensure that all road users drive their vehicles according to road traffic legislation / regulations, that corrective / compliance measures are enforced on offenders for the safety of other road users and that municipal by-laws are enforced.

<p>3.</p>	<p>Undertake other duties and activities associated with a traffic service to the public, by</p> <ul style="list-style-type: none"> • Handling enquiries and/or complaints of the public regarding road safety, the enforcement of road traffic legislation / regulations by conducting investigations, providing the necessary information and/or explanation to customers or referring them to his/her immediate superior if enquiries and/or complaints cannot be answered adequately. • Filing and maintaining relevant documentation and records of other information safe and orderly to be easily accessible. • Completing the logbook of his/her vehicle by noting the date, time, kilometres driven and details of activities in the logbook. • Controlling the making of private phone calls from his/her phone. • Exercising control over the use and maintenance of office equipment and ensure that electronic equipment used (e.g. lights, computers, air-conditioner and heater) are switched off over night. • Ensuring that security at the office is maintained; this includes the closing of windows and the locking of the office during lunch breaks and over night. • Exercising control over the use and maintenance of the vehicle with which he/she performs his/her duties and ensures that the vehicle is kept locked and safely when the vehicle is not in use or over night. <p>In order to ensure that customer enquiries and complaints are efficiently attended to and to ensure proper and save control over the office, equipment and vehicle used.</p>
<p>4.</p>	<p>ASSIST WITH MANAGEMENT FUNCTIONS General Assistance with Management</p> <ul style="list-style-type: none"> • Law enforcement functions including community related policing, patrols, crime prevention, traffic enforcement and school services. • A climate conducive to promote and sustain motivational and performance levels in cultivated and maintained enabling the section to contribute positively to the Departments service level and objectives and outcomes • Control the usage of equipment. • Regular meetings with senior members.
<p>5.</p>	<p>POLICIES, BY-LAWS, LEGISLATION AND DELEGATED AUTHORITIES Ensure the enforcement of policies, by-laws and legislation. <u>Operational functions:</u></p> <p><u>Business- and Hawker licenses</u></p> <ul style="list-style-type: none"> • Attend to the regular inspections at businesses and hawkers to ensure they are licensed; • Assistance to SAPS at roadblocks, drugs and liquor related offences and arrest offenders with regard to Schedule 1 of the Criminal Procedure Act; • Execution of planned operations. <p><u>Patrolling, Visible Policing in problem areas</u></p> <p>To ensure municipal sites are a Health and Safety Environment by:</p> <ul style="list-style-type: none"> • Patrol all areas within the Swellendam municipal area; • Visit and inspect municipal property on a daily basis; • Regular patrols on provincial and municipal roads. • Provisioning of a pro-active community policing to discourage all crimes within the Swellendam municipal area; <p>Render a general policing service to the community through the Law enforcement office and safeguarding of the public.</p>

6.	<p>MARCHES IN TERMS OF GATHERINGS ACT</p> <ul style="list-style-type: none"> • Be present and control marches. • Stand-by for any possible threatening occurrence. • Protect the public during the course of the march. <p>To protect municipal assets and employees during marches, safety of Swellendam residents.</p>
7.	<p>MAINTAIN BY-LAWS OF THE SWELLENDAM MUNICIPALITY</p> <p>By-laws: Street, Public places and Public nuisances, Integrated Waste Management, Electricity Supply, Water supply and Sanitation, Dogs & Cats, Libraries, Public Amenities, Fire Safety, Outdoor advertising and signage (All related By-laws) Regular inspections on members to verify that the work is done by prescribed legislation and policies</p> <ul style="list-style-type: none"> • Investigate complaints received regarding offences according to the municipal by-laws • Visit property where offences occurred • Take statements and gain evidence • Issue warning notice and gain evidence • Issue summons where applicable and take control document to court • Give feedback to complainants. • Attend court proceedings.
8.	<p>SQUATTER CONTROL</p> <ul style="list-style-type: none"> • Monitoring erection of new dwellings • Provide assistance to contractors/service providers with regards to safety. • Apply the provisions of the Prevention of Illegal Eviction Act.