

**SWELLENDAM MUNICIPALITY**  
**VACANCY : SENIOR SUPERINTENDENT**  
**(WATER- & WASTE WATER TREATMENT SERVICES)**

**Directorate : Infrastructure Services –**

**Salary scale T13 > R 423 660 – R 549 924 per annum plus normal fringe benefits, as well as participation in the Essential Vehicle Allowance Scheme, currently amounting to R10 645 p/m**

Minimum requirements:

- Appropriate Technical Qualification in one of the following fields: Civil OR Water Purification OR other Chemical/Biological study field (NQF Level 6);
- A relevant B-Tech OR 3-year BSc will be advantageous;
- 5 years or more experience in a relevant supervisory capacity.

Other requirements/skills:

- Department of Water Affairs Classification as **Class V** Water Process Controller [Class VI will be advantageous];
- Valid Code B drivers license + own transport (based on essential scheme);
- Computer literacy (MS Office Applications);
- Proficiency in at least 2 of the official languages of the Western Cape.

**Job purpose:**

To maintain uninterrupted functionality of the Water and Waste Water Treatment plants and pumps located in the various towns within the municipal area (Swellendam, Barrydale, Suurbraak and Buffelsjagsrivier) through the application of laid down procedures with respect to monitoring and checking plant performance and system functionality, recording and reporting outcomes in order to ensure that optimum functionality levels are maintained in compliance with Blue- and Green Drop standards.

*(Duties as per the attached document)*

Enquiries for clarification regarding the content of the post can be directed to mr Willem Treurnicht, Senior Manager : Civil Engineering Services at telephone (028) 514 8509.

Applications, on the **official application form** with a CV, certified copies of **ALL** qualifications mentioned on the CV, Identity Document and at least two references, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 01 November 2024 at 13:00**. It is **compulsory** to complete the official application form **in your own handwriting**. Applications can be submitted at the various administrative offices at Swellendam, Buffelsjagsrivier, Suurbraak and Barrydale. **NO** late and/or faxed applications will be accepted/considered. Applications via e-mail may be sent to [careers@swellendam.gov.za](mailto: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 an offence and will result in the disqualification of an application. If you do not receive feedback within eight weeks of the closing date, you must accept that your application was unsuccessful.

P.O. Box 20  
Municipal Office  
SWELLENDAM, 6740  
Tel nr: (028) 514,8500

A. VORSTER  
**MUNICIPAL MANAGER**

(Notice HR 28/2024)

| NO.       | DUTIES/TASKS   | FREQUENCY   |
|-----------|--|-------------|
| <b>1.</b> | <b>MANAGEMENT FUNCTIONS</b>  |             |
| 1.1       | <p><b>FORWARD PLANNING</b></p> <p>Identifies and defines the immediate term objectives / plans associated with Water and Waste Water Treatment infrastructure, by</p> <ul style="list-style-type: none"> <li>• Keeping abreast with technological developments.</li> <li>• Analyzing and aligning requirements with operating capacity and capability.</li> <li>• Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Manager for consideration and inclusion into short/long term performance and service delivery plans.</li> <li>• Implementing strategies, policies and procedures related to the Section.</li> </ul> <p>In order to ensure critical objectives are identified and specific measures established to enable and guide the department to plan, manage and or prioritizes outcomes accordingly.</p>   | As required |
| <b>2.</b> | <b>FUNCTIONAL MANAGEMENT</b>   |             |
| 2.1       | <p><b>MAINTAINING OPERATIONAL EFFICIENCY</b></p> <p>Manages, monitors and controls the execution of new services and the maintenance of current services, by</p> <ul style="list-style-type: none"> <li>• Managing the operations of water and waste water treatment works and plant in order to ensure compliance with Regulations and the license agreement as issued by the Department of Water Affairs.</li> <li>• Ensuring that activities associated with the function are coordinated and implemented according to regulations.</li> <li>• Conduction visual inspections to establish functionality levels of systems and components and/or communicating and clarifying instructions with the Manager water Services.</li> <li>• Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection.</li> <li>• Ensure that staff responds to urgent and unscheduled work requests.</li> <li>• Manage the stock control process for the Section and liaise closely with SCM with regard to financial transactions and ensure safeguarding of electrical supplies and equipment.</li> <li>• Conducting routine inspections in respect of the Section’s vehicles to ensure safe transport of staff and equipment/material.</li> <li>• Provide inputs and comments on the review and update of By-laws pertaining to the relevant responsible functional areas</li> </ul> <p>In ordered to ensure that tasks and activities are implemented efficient within required standards and in alignment with legislative requirements.</p> | Ongoing     |
| 2.2       | <b>RISK MANAGEMENT</b>   |             |
|           | <p>Coordinate risk-based water and waste water safety- and security planning and operational activities of the Water and Waste Water Treatment Works, by:</p> <ul style="list-style-type: none"> <li>• Controlling and enforcing compliance with all relevant procedures, guidelines, etc. to ensure effective and efficient control of plant operations in order to reduce the potential of any quality or delivery risks.</li> <li>• Monitoring and controlling the effectiveness of strategies needed to sustain the delivery of</li> </ul>   | Ongoing     |

| NO.        | DUTIES/TASKS   | FREQUENCY |
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|            | <p>safe drinking water and disposal of save waste water.</p> <ul style="list-style-type: none"> <li>• Controlling and enforcing plant and health and safety regulations, policies, guidelines, etc in order to risk accidents and operational downtime.</li> <li>• Controlling and enforcing protocol for the prevention of environmental pollution.</li> <li>• Controlling and enforcing for the safe handling and disposal of hazardous chemicals.</li> <li>• Investigating and reporting risk incidents associated with water and waste water quality, personal and personnel safety, plant safety, etc. to ensure that all incidents are properly documented giving reasons for the incidents and recommendations to avoid a repeat.</li> <li>• Participates and give input in risk-based safety meetings with subordinates and implement to ensure that the status and solutions of the plant operational risks are discussed with all the relevant parties.</li> <li>• Maintaining comprehensive system of recordkeeping and an effective information retrieval system to ensure quick response to queries on historical incidents or investigations.</li> <li>• Providing input in strategic meetings with the Manager Water Services.</li> <li>• Compiling a comprehensive shift report on the operational status of the plant during the shift to ensure that the Manager and Relieve Process Controllers are fully informed about the operational status of the plant during the shift and at the time of handover.</li> <li>• Participates with the coordination of risk-based safety drills to ensure readiness of the response team in the event of a major hazardous incident.</li> </ul> <p>In order to ensure the implementation of interventions and programs to reduce the disabling frequency rate.</p> |           |
| <b>2.3</b> | <b>SUPERVISE PLANT PRODUCTION</b>  |           |
|            | <p>Evaluates effectiveness and efficiency applied of technologies and the utilization of assets to achieve operational objectives of the Water and Waste Water Treatment Works, by:</p> <ul style="list-style-type: none"> <li>• Analyzing all captured statistical data e.g. input and output flows, hourly-running hours, pressure gauges, etc</li> <li>• Monitoring and enforcing compliance with the implementation of planned/ preventative maintenance schedules in terms of equipment/ machinery, vehicles, monitoring instruments, pumps, etc.</li> <li>• Monitoring all planned cleaning schedules with respect to sludge-, stabilization-, oxidation-, maturation ponds, etc;</li> <li>• Maintaining a comprehensive incident register of all plant breakdowns and related incidents.</li> <li>• Monitoring and enforcing adherence to all planned safety procedures, logging of defects, repair works, staff competences, etc.</li> <li>• Monitoring and evaluating workmanship of repair work and discusses observed deficiencies with relevant personnel.</li> <li>• Monitoring and enforcing good housekeeping practices and operational standards.</li> <li>• Monitoring and enforcing compliance with respect to the reporting of all incidents covering quality-, accident and technical incidents.</li> <li>• Reviewing controls and monitoring procedures where this is deemed appropriate for the sustainable operation of treatment plant.</li> <li>• Monitoring and enforcing appropriate storage, handling and the application of hazardous chemicals to avoid any chemical spillages.</li> </ul>   | Ongoing   |

| NO.        | DUTIES/TASKS  | FREQUENCY   |
|------------|---|-------------|
|            | <ul style="list-style-type: none"> <li>Reporting all major mechanical, electrical, instruments, vehicle defects to the Manager Water Services to ensure timeously repairs.</li> </ul> <p>In order to ensure the Water and Waste Water Works operate at optimum efficiency, instructions and operating requirements understood and communicated to plant personnel and standard operating and safety procedures complied with.</p>   |             |
| <b>3.</b>  | <b>GENERAL FUNCTIONS</b>  |             |
| <b>3.1</b> | <p><b>INFORMATION RECORDING</b></p> <p>Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist) by :</p> <ul style="list-style-type: none"> <li>Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.</li> <li>Forwarding to the relevant personnel/Manager Water Services for processing.</li> <li>Referring to work schedules and registers to correct deviations in entries raised during processing.</li> <li>Submitting reports to the Manager Water Services on status of plant operation activities.</li> <li>Ensuring the finalization of investigative reports, and forwards to the Manager Water Services for perusal and outcomes.</li> <li>Manage compliance with administrative and reporting requirements.</li> <li>Provide direction to personnel on resolution of problems associated with inaccurate data or information processing.</li> <li>Prepare quotations if and when needed.</li> <li>Give input with regard to IDP and annual reporting information related to the department</li> </ul> <p>In order to ensure that details of activities are accurately recorded to facilitate the processing of information related to productivity personnel, time and material allocation and utilization for specific assignments.</p> | As required |
| <b>3.2</b> | <p><b>FINANCIAL MANAGEMENT</b></p> <p>Monitors the capital and operating expenditure against the approved budget allocations of the Section, by</p> <ul style="list-style-type: none"> <li>Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.</li> <li>Providing inputs on budget estimates and monitor the approved capital and operating budgets of the Section.</li> <li>Ensure coordinated, efficient use of manpower, assets, and equipment.</li> </ul> <p>In order to ensure accurate estimates are prepared in relation to requirements enabling the department to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.</p>   | Monthly     |

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| <p><b>3.3</b></p> | <p><b>ADMINISTRATION</b></p> <p>Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by :</p> <ul style="list-style-type: none"> <li>• Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate superior for consideration and inclusion into Council, Committee and/or management reports.</li> <li>• Monitoring budget allocations for specific interventions and/or activities of the Section through confirmation of funds availability prior to preparing and submitting requisitions for approval.</li> <li>• Completing instructional/operational documentation (vehicle log sheets, time schedules, attendance register, etc) extracting information from field reports/activity lists and forwarding for approval and processing.</li> <li>• Compiling reports and/or responses to correspondences and queries, undertaking searches or extracting information and records to support content, recommendations and/ or opinion.</li> </ul> <p>In order to ensure that administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Branch.</p> | <p>Ongoing</p>   |
| <p><b>3.4</b></p> | <p><b>COMMUNICATION</b></p> <p>Implement the Section’s communication / reporting strategies aimed at providing information, by</p> <ul style="list-style-type: none"> <li>• Disseminating information through publications and presentations outlining the department’s resource interventions, scope, coverage and benefits.</li> <li>• Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.</li> <li>• Attending to complaints/requests of the public ensuring that</li> <li>• Preparing responses to complaints/requests of the public undertaking research or extracting information and records to support content, recommendations and/ or opinion.</li> <li>• Compile relevant reports for Management and Council meetings.</li> </ul> <p>In order to ensure that accurate information is made available enabling and supporting decision making processes and contributing to collective and common understanding.</p>  | <p>Ongoing</p> <p>Quarterly / Monthly</p>                |
| <p><b>3.5</b></p> | <p><b>PRODUCTIVITY / PERFORMANCE AND PERSONNEL MANAGEMENT</b></p> <p>Directs, controls and supervise outcomes related to, water and waste water services, by</p> <ul style="list-style-type: none"> <li>• Daily planning of tasks that needs to be addressed by the Section.</li> <li>• Assigning tasks to staff and ensure that the tasks are completed successfully within time and budget.</li> <li>• Analyzing challenges and solutions and give advice on possible solutions.</li> <li>• Implement corrective action where and when applicable.</li> </ul>   | <p>Ongoing</p> <p>Monthly</p> <p>Weekly</p> <p>Daily</p> |

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|  | <ul style="list-style-type: none"> <li>• Implement Human Resources policies and procedures to control / regulate workplace conflict and / or instituting corrective measures using consultation processes to address deviation from standards (e.g. Disciplinary Code)</li> <li>• Managing staff attendance, absenteeism, overtime and leave in alignment with Municipal Policy.</li> <li>• Participating in the induction, providing “one the job” training for new recruits to the Section.</li> <li>• Evaluating the effectiveness of training programs, reporting identified efficiencies and makes recommendation for new training needs.</li> <li>• Completing and submitting timesheets, leave applications forms, production sheets and other related administrative task timeously.</li> <li>• Maintaining a healthy organizational culture within the Section through the application of educative discipline.</li> <li>• Conducting planned job observations and job safety analysis.</li> <li>• Conducting job appraisals of subordinates and addresses shortcomings.</li> </ul> <p>In order to ensure a climate conducive to promoting and sustaining motivational levels and productivity in order to enabling the department to meet its service delivery objectives.</p> |  |
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