

SWELLENDAM MUNICIPALITY
VACANCY : ASSISTANT SUPERINTENDENT
(WATER TREATMENT SERVICES)

Directorate : Infrastructure Services –

Salary scale T11 > R 239 184 – R 311 268 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);
- 3-5 years relevant experience.

Other requirements/skills:

- Department of Water Affairs Classification as **Class V** Water Process Controller;
- 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:

Supervises and co-ordinates the operations of the Water Treatment Works located in all towns within the municipal area through the application of laid down procedures with respect to monitoring, checking and correcting plant performance, conducting of tests and analysis, controlling the activities of personnel and providing guidance on applications in order to ensure that optimum functionality levels are maintained in compliance with Blue Drop standards and downtime and disruptions to services minimized through the introduction and execution of appropriate corrective measures.

(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, Buffeljagsrivier, Suurbrak and Barrydale. **NO** late and/or faxed applications will be accepted/considered. Applications via e-mail may 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 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 29/2024)

NO.	DUTIES/TASKS	FREQUENCY
<p>1.</p> <p>1.1</p>	<p>OPERATIONAL FUNCTIONS</p> <p>OBSERVATION, INSPECTION AND TESTING</p> <p>Supervises and monitors procedural applications associated with the operations and functionality of treatment plants by:</p> <ul style="list-style-type: none"> • Inspecting and/or analyzing reports with respect to plant performance and implementing corrective measures and/or changes to operating parameters to address deviations. • Conducting tests/analysis using various apparatus and equipment to determine dosage and chemical composition in compliance with standards. • Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents. • Assessing plant condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality. <p>In order to ensure that guidelines and statutory requirements are observed during the operating sequences.</p>	<p>Ongoing</p> <p>Plant and system inspection and monitoring – as per rotation schedule</p>
<p>1.2</p>	<p>RISK-BASED WATER SAFETY AND SECURITY SUPERVISION</p> <p>Supervises the implementation of risk-based safety and security planning initiatives in respect of treatment works by:</p> <ul style="list-style-type: none"> • Monitoring compliance with relevant procedures and guidelines to ensure effective and efficient control of plant operations in order to reduce the potential of any quality or delivery risks. • Evaluating the effectiveness of strategies to sustain the purification of water and provide regular feedback to the immediate superior. • Supervising and maintaining plant and occupational health and safety regulations, policies, guidelines, etc. in order to alleviate risk accidents, operational downtime and prevention of environmental pollution. • Supervising and providing guidance to personnel on the safe handling and disposal of hazardous chemicals. • Investigating and reporting on risk incidents associated with water quality, safety, etc. to ensure that all incidents are properly documented giving reasons for the incidents and recommendations to avoid a repeat. • Holding risk-based safety meetings with subordinates to ensure that the status and solutions of the plant operational risks are properly discussed and understood. <p>In order to ensure that the implementation of interventions and programs to reduce the disabling frequency rate is properly supervised.</p>	<p>Ongoing</p>

NO.	DUTIES/TASKS	FREQUENCY
1.3	<p>PLANT PRODUCTION SUPERVISION</p> <p>Supervises the effectiveness and efficiency of applied technologies and the utilization of assets to achieve operational objectives of the Treatment Works by:</p> <ul style="list-style-type: none"> • Recording all plant statistical data e.g. input and output flows, pressure, oil, and temperature gauges, volumes, bulk chemical usage, hour-integrator meters, etc. • Supervising recording processes regarding quality data e.g. operational monitoring test, plant observations, etc. • Recording all plant incidents e.g. spillages, power failures, stock depletion, process quality failures, pipe burst, etc. and reporting major plant or equipment failure. • Supervising the implementation of maintenance programs and repair works and reporting delays and/or deviations to standards to the immediate superior. • Providing guidance and supervising planned cleaning schedules with respect to reservoirs, settling tanks, sludge lagoons, etc. ensuring adhering to prescribed operational procedures, • Adhering to good housekeeping practices and operational standards for the plants. • Recording and reporting all operational incidents covering quality, accident and technical incidents. • Supervising adherence to safety rules associated with the handling, storage and use of hazardous chemicals. • Reporting all mechanical, electrical, instrument and vehicle defects to the immediate superior to ensure timeous repair. • Supervising, coordinating and monitoring unit treatment processes in accordance with approved standard operating procedures, inclusive of administrative functions and technologies, e.g. dosing o chemicals, settling, filtration etc. <p>In order to ensure that the Water Treatment Works operate at optimum efficiency, instructions and operating requirements understood and communicated to plant personnel and standard operating and safety procedures complied with.</p>	Ongoing
1.4	<p>PLANT TREATMENT STOCK</p> <p>Supervises specific applications associated with controlling the receiving, storage and issue of plant stock items by:</p> <ul style="list-style-type: none"> • Supervising and controlling effective stock usage, monitoring optimum dose rates of chemical stock and implementing defined targets for improving cost effectiveness. • Drafting written requests for the replenishment of low stock numbers and/or volumes. • Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/damages on the documentation. • Monitoring stock levels against established safety stock levels, identifying with slow moving/aged items and seeking approval on changes to stock control guidelines. • Supervising and monitoring stock counting sequences and procedures and addressing deviations from standards. • Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checking quantities prior to issue. <p>In order to ensure that stock receipting and movement are controlled in accordance with laid down procedures.</p>	Ongoing

NO.	DUTIES/TASKS	FREQUENCY
1.5	<p>PROCESS QUALITY MONITORING AND REPORTING</p> <p>Performs operational supervision to ensure that plants deliver quality standards as statutory prescribed and in accordance with risk-based quality monitoring programs by:</p> <ul style="list-style-type: none"> • Supervising and/or analyzing the collection of samples for physical, chemical and microbial analyses as prescribed and making appropriate process adjustment based on the outcome of the results in liaison with the immediate superior. • Recording and reporting non-compliant incidents, process changes and observations. <p>In order to ensure that statutory sequences dictating reporting requirements and approval procedures are complied with through the recording of accurate information.</p>	Ongoing
2. 2.1	<p>PERSONNEL MANAGEMENT</p> <p>SUPERVISION AND PERFORMANCE MANAGEMENT</p> <p>Supervises and coordinates tasks/activities associated with controlling direct and indirect personnel performance, productivity and discipline by:</p> <ul style="list-style-type: none"> • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/or reporting details to the immediate superior and/or initiating other approved methods designed to improve and motivate personnel. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. • Providing on-the-job training for learner/process controllers to the Section. • Addressing workplace conflict/conduct/grievances through the initiation and co-ordination of consultative processes and implementation of specific disciplinary/grievance procedures. • Identifying skill gaps and recommending training programs aimed at developing and capacitating personnel to comply with statutory requirements. <p>In order to ensure that human resources needs are identified and attended to supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.</p>	Ongoing
3. 3.1	<p>ADMINISTRATIVE FUNCTIONS</p> <p>COMMUNICATION, REGISTERS AND RECORDKEEPING</p> <p>Performs and 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"> • Participating in various meetings (internal and external forums) and provides comments/opinions on matters affecting or concerning the functionality. • Preparing operational performance reports (e.g. shift reports) referring to statistical data and qualitative information gathered through investigations and inspection. • Completing instructional/operational documentation (vehicle log sheets, time sheets, overtime schedules, leave applications, requisition orders, etc.) extracting information from field reports/activity lists and forwarding for approval and processing. 	As required

NO.	DUTIES/TASKS	FREQUENCY
	<ul style="list-style-type: none"> • Collating information and/or conducting investigations to establish facts for inclusion into responses to internal/external communications (e-mails). • Compiling investigational reports and/or responses to correspondences and queries, extracting information and records to support content, recommendations and/or opinion. • Maintaining procedural records and registers of investigations, inspections and plant performance levels and providing details during internal and external audits, assessments or investigations. <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.</p>	