

# BLUE CRANE ROUTE MUNICIPALITY



## Blue Crane Route Municipality

### VACANT POSITION EXTERNAL

**NOTICE 33/2024**

Blue Crane Route Municipality with its vision to be a Municipality that strives to provide a better life for all its Citizens, hereby invites applications from committed, self-driven professionals who have passion in ensuring that the municipal vision is accomplished and want to render their services of exceptional high quality in the different fields mentioned herein.

### **DIRECTORATE: COMMUNITY SERVICES** **CHIEF FIRE OFFICER** **TASK GRADE 14**

**SALARY SCALE: R467 388.00- R606 705.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** A National Diploma/Degree in Fire Technology and Disaster Management – NQF level 6/7 • 3-5 Years experience in fire, rescue and disaster management • Computer literacy • Code EC driver's licence •

**KEY PERFORMANCE AREAS:** Planning community safety awareness programmes • presenting reports and interpretative analysis legislation, by-laws to council • Implementation of budget and the municipal integrated development plan through the service delivery & budget implementation plan • Implementation and drive of performance management for the fire and disaster section • Manage of human capital within the section • Contribution towards soliciting of resources and drafting budget • Risk management, and policy development • Disaster management which includes policy development ,planning processes on mitigating effects of major disasters • Establishing and monitoring of disaster management forum • Maintain sound relations with stakeholders.

### **DIRECTORATE: TECHNICAL SERVICES** **ARTISAN PLUMBER** **TASK GRADE 7**

**SALARY SCALE: R185 345.00- R240 605.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Trade tested artisan-Plumber Certificate -NQF level 6 • 2 years' experience as a plumber • Code EC drivers licence.

**KEY PERFORMANCE AREAS:** Interpret the nature of complaints received and establish resources necessary for the completion of works • Perform routine inspections and investigate customer water consumption patterns • Detect leaks • Establish options/alternative methods to address problems and prevent reoccurrence for repairs and

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maintenance • conduct repairs, maintenance and installations of water meters, water pipes, manholes and any water and waste water distribution system • Monitor and implement performance of subordinates • Address workplace conflict according to specific disciplinary procedures

**SPECIAL CONDITIONS:** Required to work in all weather conditions • Required to work outside normal working hours during emergencies and planned overtime.

## **DIRECTORATE: TECHNICAL SERVICES**

**FOREMAN: ROADS AND STORMWATER  
TASK GRADE 10**

**SALARY SCALE: R264 550 – R343 388 PER ANNUM**

**MINIMUM REQUIREMENTS:** Artisan qualification - NQF Level 5 • Code EC driving license with PrDP • Certification in Basic First Aid • 3 -5 years' experience in Roads and Stormwater with Supervisory skills • Physical fit • Sober habits • Good communication skills • report writing and presentation skills • Attention to detail • Proven technical ability • Interpersonal skills •

**KEY PERFORMANCE AREAS:** Communicating with the immediate supervisor to establish tasks (vehicle, materials and personnel) • Discussing and scheduling priorities (site visits, etc) • Clarifying specific requirements for allocation and execution at sites • Monitor and inspect safety devices, controls, lubricant levels, etc on vehicles and reporting defects to the mechanical division • Monitor and implement performance management with subordinates • Monitor attendance/ conduct of subordinates • Communicating work orders/ plans to construction personnel (Operators, General Workers, etc.) • Providing information to residents/ general public on activities and work sequences and/ or obstructions • Monitoring building tools and aides used to construct kerbs, lay pipes and paving, storm water inlet covers, erect road signage, etc • Monitoring tools and equipment used by personnel and all vehicles and special machinery • Checking and submitting detailed report on field work, inspections and operational issues for inclusion into management reports

**SPECIAL CONDITIONS:** Required to work in all weather conditions • Required to work outside normal working hours during emergencies and planned overtime.

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**FOREMAN: WATER & SEWER RETICULATION OPERATIONS AND MAINTENANCE**

**TASK GRADE 10**

**SALARY SCALE: R264 550 – R343 388 PER ANNUM**

**MINIMUM REQUIREMENTS:** Artisan qualification - NQF Level 6 • Code EB driving license • 2 -3 years' experience in Water & Sewer reticulation operations and maintenance with Supervisory skills • Physical fit • Sober habits • Good communication skills • Report writing and presentation skills • Attention to detail • Interpersonal skills

**KEY PERFORMANCE AREAS:** Communicating with the immediate supervisor to establish tasks (vehicle, materials and personnel) • Discussing and scheduling priorities (site visits, etc) • Clarifying specific requirements for allocation and execution at sites • Monitor and inspect safety devices, controls, lubricant levels, etc on vehicles and reporting defects to the mechanical division • Monitor and implement performance management with subordinates • Monitor attendance/ conduct of subordinates • Communicating work orders/ plans to construction personnel (Assistant plumbers, Operators, General Workers, etc.) • Providing information to residents/ general public on activities and work sequences and/ or obstructions • Monitoring operations and maintenance of tools and equipment • Controlling the reservoir water levels and advising the operators on the hours to be pumped to maintain the levels • Controlling the usage of chemicals by using a jar stirrer to verify the optimum dosage of chemical used and calculating the design rate of chemical for the volume of water treated per hour • Controlling the water quality by using the turbidity meter to monitor the water from the raw stage to the final stage • Verifying that the PH level of the water is within the recommended standard (SABS) and verifying the chlorine content of the treated water • Checking and submitting detailed report on field work, inspections and operational issues for inclusion into management reports

**SPECIAL CONDITIONS:** Required to work in all weather conditions • Required to work outside normal working hours during emergencies and planned overtime.

**PROCESS CONTROLLERS – CLASS 4 (X2)**

**TASK GRADE 6**

**SALARY SCALE: R153 322 – R199 053 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • Valid Operators Certificate from department of Water and Sanitation as a Class IV Operator or WISA Qualification - NQF Level 5 as Class IV Operator • Code EC driving license • 2 - 3 years' experience as Plant Operator for WTW or WWTW • Physical fit • Sober habits • Good communication skills • Report writing and presentation skills • Attention to detail

**MINIMUM REQUIREMENTS:** Gade 12, valid plant operators certificate issued by the department of water and sanitation as a class IV operator the e.g. Wisa Training -NQF Level 5 as iv operator • 3 Years plant operating experience • Code EC driver's licence • must be willing to work 7 days a week must be responsible and able to work with his/her team without supervision • Good communication skills (Verbal /oral) in at least of two of the three official languages of the eastern cape.

**KEY PERFORMANCE AREAS:** Training of Class III,II,Class 0 operators • Monitoring of sampling and analyses of water samples, Chemical and bacteriology and ensure that deviation are addressed accordingly • Opening /closing valves to specific limits to control levels and regulate flow from/to storage units • Conducting tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceedings with corrective measures • Adjusting mechanical control settings to regulate chemical levels to enable destruction of bacteria and/or activating/deactivating pumps to commence/ stop the movement of treated/ untreated water • Attending th the first line maintenance of pumps and machinery (i.e. greasing, cleaning of non-return valves, minor maintenance work, etc.) • Communicating with the immediate superior, transmitting information on plant condition, performance and outcomes and/or executing specific instructions to address deviations or disruption to process • Logging specific activities/ outcomes associated with



process in registers, indicating time, incident or occurrence and action, and following updated records for verification and approval • Monitoring and requisition of chemicals and other consumables required on purification plant • Processing and monitoring by visual inspection and data analysis and correction deviation of flocculation channels, sedimentation, filtration, disinfection, distribution and telemetry systems • Verifying that water quality standards meets SANS 241 • Checking, monitoring and reporting all infrastructural malfunctioning i.e, mechanical, electrical and civil • Safety control on purification works and personnel.

**SPECIAL CONDITIONS:** Be willing to work 7 days in a week

**DIRECTORATE: FINANCIAL SERVICES**

**PRINCIPAL CLERK – DEBTORS CONTROL  
TASK GRADE 7**

**SALARY SCALE: R185 345 – R 240 605 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • Bookkeeping qualification – NQF level 5 • Certificate in Computer • 1 -2 years' experience in municipal meter reading and municipal debtors accounts management

**KEY PERFORMANCE AREAS:** Verifying meter readings on a daily basis, validating debit/ credit accounts, adjusting accounts and processing journal entries • Attending to the arranging and organising of meters for the Meter Readers i.e. changing the dial size, remove/replace meters, installing and changing of meters and meter numbers • Reporting meters advancing on disconnected accounts in order to link and charge to owner to prevent loss of revenue, and estimating accounts when no reading is available • Attending to queries given by meter readers and reporting of all faulty meters • Attending to work related queries from sub sections related to incorrect recording (queries of accounts, disconnection/recommendations) • Capturing changes with regard to consumers personal details • Processing and capturing journals • Opening and closing of consumers accounts • Attending to queries and resolving efficiency within a reasonable time • Communicating with the accountant: Revenue on workflow and processes and problems encountered.

*All applications with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal Application form which can be obtained on the BCRM website ([www.bcrm.gov.za](http://www.bcrm.gov.za)), copy of South African Identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST or Town hall, COOKHOUSE or Town Hall, PEARSTON.*

**NB: NO FAXED APPLICATIONS WILL BE ACCEPTED**

Enquiries: Mr L. Mqota (042) 243 6400

**Closing date: 05 AUGUST 2024 @16.00PM**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.*



**MR M.P NINI  
MUNICIPAL MANAGER**

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**DATE**