

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: BUILDINGS SENIOR SUPERVISOR (REFERENCE: COM 280) - PERMANENT APPOINTMENT - CERES

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

### Requirements:

- Grade 12
- A valid driver's license Code EB with PRDP.
- Computer Certificate (MS Office Applications)
- 2 -5 years relevant experience.
- Good supervision, human relations, interpersonal, and communication skills.
- Sound mathematical and technical skills and stock taking of e.g., cutlery after functions
- Obtaining quotations with correct specifications for maintenance to be done
- Responsible spending of allocated budget, ability to calculate overtime and standby, asset management, and ability to give attention to detail.
- Required to work in all weather conditions.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- High level of responsibility, ability to work under pressure, and ability to handle conflict.
- Fluent in 2 of the 3 languages spoken in the Western Cape, Afrikaans, English, or IsiXhosa.
- **Please note:** A performance agreement also applies to this position, whereby the employer reserves the right to institute a performance management program.

### Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	<b>Managing Work and Planning, and organizing</b>
2.	Functional Competencies	<b>Facility-specific skills and Workplace safety</b>
3.	Public Service Orientation Competencies	<b>Interpersonal Relationships, Communication, and Service Delivery Orientation</b>
4.	Personal Competencies	<b>Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving And Accountability and Ethical Conduct</b>
5.	Management / Leadership Competencies	<b>Direction Setting, Impact and Influence, Coaching and Mentoring, and Team Orientation</b>

### Duties:

- Give instructions for work as scheduled to be carried out by caretakers and cleaners, and supervise the execution thereof
- Indicate physically what is required by assisting with the maintenance activities
- Give clear and sound instructions on work sequences and required results.
- Enforce the use of protective equipment to guard against personal injury.
- Report work-related injuries and keep a record of all incidents in the workplace.
- Transport workers to and from work sites and perform safe driving skills.
- Issue clear instructions on the use of protective clothing and applying safety requirements during the execution of duties
- Conduct inspections to verify that all tools and equipment are in good condition. (e.g., buff machines, ladders, vacuum cleaners,
- Ensure that work sites are clean and safe to work in before commencing tasks

- Ensure that all tools and equipment loaded onto the vehicle are secured properly
- 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 the community is provided with an efficient service
- Ensure that maintenance operations are carried out according to schedule in all areas of responsibility
- Carry out a complete vehicle inspection before leaving the workplace
- Make sure the vehicle is fully functional and in a roadworthy condition
- Report any defects found on the vehicle to the immediate superior
- Ensure that machinery and equipment are clean, maintained, and in good working condition (buff machines, scrubbers, stoves, vacuum cleaners)
- Ensure that equipment and machinery are used according to safety regulations (buff machines, scrubbers, vacuum cleaners, scaffolding)
- Carry out vehicle inspections to ensure that the vehicle is in good, roadworthy condition
- Manage, supervise, and coordinate the work sequences of caretakers(halls), workers, and cleaners
- Responsible for providing a safe and healthy working environment.
- Coordinate the cleaning and maintenance duties according to cleaning schedules
- See to it that material is utilized economically and that wastage is minimized.

## **Salary: R 238 081.01 per annum (Post Level T8 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, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@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, please contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification. Please ensure that your contact details are accurate. The Recruitment and Selection section will not be responsible if you are contacted and do not answer your phone.**

## **Closing Date: 22 AUGUST 2025 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 Nason  
04/03/24**

**08 AUGUST 2025**