

EMTHANJENI MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

NOTICE NO: 61/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: INFRASTRUCTURE SERVICES

1. SUPERINTENDENT: MECHANICAL SERVICES

Salary: R 313 904.00 – R 407 463.00 (Task Level 11)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical-aid fund benefits
- Leave and Housing benefits

Head Office: De Aar

Key Requirements:

- Grade 12 with equivalent technical experience
- NQF Level 6 Mechanical Engineering qualification or N6 Qualified Mechanic Certificate plus 18 months relevant working experience
- Vehicle courses and experience
- Artisan Certificate
- Minimum Code B Driving license
- Candidate must be technically minded with attention to detail
- Communication and negotiation skills
- Ability to communicate in at least two official languages used in the Province
- At least 3-5 years relevant technical experience
- Be able to work under pressure

Key responsibilities:

- Co-ordinate tasks/activities and sequences associated with maintaining the functionality of petrol/diesel driven mechanical plant and vehicles.
- Ensure that scheduled, planned and predictive maintenance cycle and work procedures are complied with to enable uninterrupted and optimum functionality of vehicles and plant;
- Co-ordinate tasks/activities and sequences associated with trouble shooting/fault finding and repairing mechanical breakdowns;
- Ensure faults are detected and repaired and the functionality is restored with minimal disruption to services;
- Interpret and co-ordinate specific pre-work/site requirements with regard to repairs and planned and predictive maintenance sequences and guide the activities of personnel;
- Ensure that requirements are coordinated and instructions communicated and understood, enabling the efficient execution and completion of tasks/activities;
- Complete internal transactional documents and related forms such as time sheets, log sheets, progress and productivity reports etc;
- Ensure details of activities are accurately recorded to facilitate the processing of information relating to personnel productivity, time and material allocation and utilization for specific assignments;
- Perform acquisition activities by collecting quotations, completing requisitions and collecting parts from suppliers to ensure proper functioning of mechanical workshop;
- Manage and co-ordinate fleet administration to ensure effective, efficient and economical fleet maintenance service, fleet control and utilization of Council vehicles;
- Ensure proper reporting procedures are adhered to by drivers and vehicle users to eliminate irregular, improper or unauthorized usage of vehicles in line with Council Policies and Procedures.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Senior Manager: Infrastructure Services, Ms L Thiso on 053 632 9100.

Closing date: 31 October 2022 at 12:00

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to shortlisted candidates.

**I Visser
Municipal Manager
Emthanjeni Municipality
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De Aar
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Tel: 053 632 9100**

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