



SWARTLAND MUNICIPALITY

Swartland Municipality ensures the wellbeing of all communities within the Swartland region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbotdale, Kalbaskraal, Chatsworth, Riverlands, Riebeeck West and Riebeeck Kasteel. The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancy (ies) and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY INTERNAL AND EXTERNAL APPLICATIONS WILL BE ACCEPTED

JOB TITLE: ASSISTANT SUPERINTENDENT: WWTW CLASS IV

Place of Work: Malmesbury

Vacancy reference number: V23/25

DIRECTORATE: CIVIL ENGINEERING SERVICES

Requirements:	<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Be able to work independently. • Planning and organising skills. • Fluent in two or more official languages prevalent in Western Cape. • Good technical skills. • Supervisory skills. • Attention to detail. • Reporting skills.
Qualification:	<ul style="list-style-type: none"> • Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water Treatment; Trade related qualification: Operators Certificate/Waste Water Treatment practice (N3); Registered Class IV Process Controller DWS in accordance with the requirements of Regulation 17 of the National Water Act and Code EB Driver's License.
Experience:	<ul style="list-style-type: none"> • 5 years or more relevant experience required.
Job Purpose:	<ul style="list-style-type: none"> • To provide a class IV process controller service at a class A waste water treatment works, to management, monitoring and control the treatment processes at the Malmesbury Waste Water Treatment Works and the supervision of subordinates
Key Performance Areas:	<ul style="list-style-type: none"> • Regulating the volume of water flow to the main treatment sections of the sight i.e pasveer and membrane sections. Effective oversight and control of treatment processes and effective operational management of the facility. • Take and/or interpret regular meter readings, monitor water levels and adjust accordingly. • Membrane recovery cleaning. • Chemical testing such as PH, Chlorine, dissolved oxygen, sludge age, COD, NH3, NO3 and completing log sheets and reading treatment process instrumentation. • Adjust treatment process and dosing of chemicals according to test results. • Inspect pumps, motor control equipment, aerators and mechanical equipment. Identify problems and defects. Initiate repairs where necessary in co-operation with supervisor. • Implement routine scheduled maintenance activities timeously and according to set standards. • After hour plant inspection. • Take daily, weekly and monthly samples of process water for process evaluation purposes. • Regular membrane inspections. • Operating SCADA system. • Monitoring of chlorine dosing equipment and levels in effluent. Adjust when necessary. • Reads and interpret monthly reports from external consultant and implement the findings of the reports. • Assist as driver for sewerage blockages. • Do basic routine maintenance work on mechanical equipment such as grease bearings and check oil levels. • Operating overhead cranes. • Control and manage stock levels of dosing chemicals and report to Superintendent. • Operating dewatering plant (Belt press). Capture operational data in forms provided. Daily record keeping of log sheets on provided templates and update of documentation related to operations of the facility. • Record incidents and keep incidents register updated. • Administer and approve leave of immediate subordinates. Daily management of personnel. • Complete time sheets of subordinates. Daily management of personnel. • Purchase materials, goods and services as needed in co-operation with Plant manager. • Report to supervisor on general conditions of the treatment facility. • Regularly report on any incidents and process operations to supervisor. • Keep vehicle logbooks.

- Supervise work teams awarded the treatment facility.
- Instruct subordinates on the execution of tasks.
- Discipline subordinates and report any problems to supervisor.
- Schedule and manage routine maintenance work.
- Inspect vehicles and trucks to ensure that it is cleaned.
- Implement and supervise safety regulations during routine and regular labour tasks and/or activities.
- Operate small plant i.e. weed eaters, lawn mowers and dumber.
- Initiate general housekeeping of treatment facility i.e. cleaning of building, mowing lawns and general tidiness.
- Adjust Bioreactor set points accordingly.
- Assist with PPE distribution.
- Assist inventory of capital item.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management /Leadership Orientation
<ul style="list-style-type: none"> • Oral Communication • Written Communication • Problem Solving • Decision making • Planning and Organising • Ethics and Professionalism 	<ul style="list-style-type: none"> • Discipline Specific Skills • Task Management • Use of process specific • Quality Orientation • Work Place Safety • People Management 	<ul style="list-style-type: none"> • Service Delivery Orientation • Interpersonal Relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Coaching, mentoring and potential • Team Orientation

Salary:	R356 340 – R462 540 (T-11 of a Category 4 Local Authority)
Enquiries:	Rachelle van Zyl at 022 487 9400

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for home owners subject to certain conditions and relocation costs (conditions apply).
2. The Municipality is committed to Employment Equity and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. Where necessary applicants will be subjected to screening and vetting with the consent of the applicant. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
6. Applications that do not meet all the advertised requirements for the position, will not be considered, therefore applicants must please ensure that they meet all requirements before applying for the position.
7. Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
8. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
9. Canvassing of any councillor and/or member of the Selection Panel and/or any employee of the Municipality will not be allowed and will immediately disqualify applicants.
10. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
11. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
12. Preferences will be given to internal and local candidates within the Swartland Municipal area.
13. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 487 9400 or on the municipality's website www.swartland.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages). Completed applications on which the post reference numbers are clearly indicated must be delivered to the **Municipal offices, 1 Kerk Street, Malmesbury or posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Human Resources Officer: Recruitment and Selection)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 8 AUGUST 2025 AT 12:00

**JJ SCHOLTZ
MUNICIPAL MANAGER**

26 JULY 2025

**1 KERK STREET
Private Bag X52
MALMESBURY
7299**