



**MTUBATUBA LOCAL MUNICIPALITY
UMKHANDLU WASE-MTUBATUBA
MTUBATUBA MUNICIPALITEIT**

Mtubatuba Municipality invites committed, suitably qualified, experienced, innovative individuals to apply for the following positions:

**DRIVER OPERATOR (REFUSE COLLECTION)
(PERMANENT APPOINTMENT)**

**Task Grade 06
Category 1 Municipality**

Key Requirements:-

- An appropriate level of education. (NQF Level 1).
- Code EC driving license – PrDP.
- Good communication skills.
- 2-3 years' experience.

Key Performance Areas:-

- Performs tasks/ activities associated with the collection and disposal of waste using heavy vehicles and transporting personnel, collecting/ delivering materials and, communicating and clarifying requirements with respect to waste collection to ensure service delivery standards are maintained and, productivity targets and deadlines achieved.

The successful candidate will report to the Supervisor: Solid Waste under Community Services and will be responsible and accountable for:

- Receiving instructions and/ or communicating with the immediate superior to establish details of tasks (vehicle, tools, materials and personnel).
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and reporting defects.
- Observing and/ or participating with personnel in the loading/offloading sequences of items and tools, (refuse bags, spades, brooms), checking requirements prior to departure from site or locations and/ or correcting deviations from safety procedures.
- Attending to, and/ or providing materials to support personnel to facilitate the cleaning of vehicles, containers and/ or tools and, checking and correcting specific deviations.
- Completes internal procedural documentation (e.g. log sheet etc.) and related forms (vehicle checklist), by
- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.

**GENERAL WORKER (STREET CLEANING) x2
(PERMANENT APPOINTMENT)**

**Task Grade 02
Category 1 Municipality**

Key Requirements:-

- Good communication skills.
- Team player.
- Flexibly to work night shift.
- Identity document.
- SA Citizen between 18 - 40

Key Performance Areas:-

- Undertakes activities associated with maintaining the cleanliness of streets and open public spaces, sweeping, gathering and loading litter and general waste in accordance with laid down instructions supporting acceptable standards of service delivery.

The successful candidate will report to the Officer: Waste Management under Community Services and will be responsible and accountable for: Undertakes specific activities associated with the maintaining the cleanliness of streets and open public spaces, by

- Sweeping walkways and paved areas using a broom, gathering, picking and transferring litter into refuse collection bags.
- Picking up litter and/ or items lying in open spaces.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles.
- Removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses).
- Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate superior.

**SUPERVISOR: WASTE MANAGEMENT (STREET CLEANING)
(PERMANENT APPOINTMENT)**

**Task Grade 07
Category 1 Municipality**

Key Requirements:-

- An appropriate level of secondary education. (NQF Level 3).
- Code EB Driving License.
- At least 2 to 3 years supervisory experience.
- Extensive and practical knowledge of the Local Government Environment.
- The proven ability to communicate and negotiate at all levels.
- Good report writing skills.

Key Performance Areas:-

- Co-ordinates and control the Street Cleaning operations through the application of laid down procedures with respect to the execution of operational plans and priorities, evaluation of personnel resource capabilities and efficiencies and implementation of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives.

The successful candidate will report to the Officer: Waste Management under Community Services and will be responsible and accountable for:

- Lead the team and assign work orders.
- Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection;
- Interacting with the immediate superior to establish and confirm priorities and, transporting personnel to specific sites, issuing materials and/ or equipment and detailing requirements;
- Reporting and seeking approval and guidelines on specific cleaning and collection procedures from the immediate superior and implementing adjustments;
- 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;
- Resolving service related disputes/ conflicts with the general public, informing the immediate superior on concerns/ issues or attending to routine complaints;
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.

**The Acting Municipal Manager
Ms N.Q. Mzimela**

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment. Application letters together with certified copies of certificates and ID should be submitted in an envelope marked: Attention HR, P.O. Box 52 Mtubatuba, 3935 or be hand delivered to our Registry Office in Lot 105, INKosi Mtubatuba Road, Mtubatuba.

Should you not be contacted within a period of thirty (30) A from the closing date, your application should be deemed to have been unsuccessful

Closing Date: 29 January 2016