



NEWCASTLE MUNICIPALITY VACANCIES

The following vacancies exist in the departments as mentioned hereunder:-

DEPARTMENT : TECHNICAL SERVICES (CIVIL SERVICES)

Position	Manager : Roads and Stormwater : Post ID – TS15
Remuneration	R617 551,45 per annum (Task Grade 16)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma or Degree/Bsc in Civil Engineering • Eligible to be registered with ECSA • Computer Literacy • Valid Code B Driver's License • Be familiar with Occupational Health and Safety Act and also Water Act
Experience	<ul style="list-style-type: none"> • 4 – 5 Years' relevant experience
Responsibilities	<ul style="list-style-type: none"> • Implementing new methods of improving productivity based on research conducted through reading articles on processes and methods. • Planning and implementing strategic plan for construction and maintenance in alignment in alignment with the broader IDP objectives. • Conducting research and development to find innovative solutions to future delivery of construction and maintenance services. • To provide road networks, streets, pavements, bridges, stormwater drainage, flood control systems, railway sidings, airport runways, parking areas and ground works. • Compile annual capital and operational budgets for roads and stormwater construction and maintenance. • Responsible for municipal sidings and safety siding. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. • Addressing workplace conflict / conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Multi-Skilled labourer (Roads and Stormwater) : Post ID – TS112
Remuneration	R156 059,84 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> • Grade 11 (Standard 9) • Able to speak one of the official languages (Zulu, English and Afrikaans)
Experience	<ul style="list-style-type: none"> • 6 – 12 months relevant experience

Responsibilities	<ul style="list-style-type: none"> • Assist with preparation of the site. • Assist with the setting out of levels • Mix concrete, mortar or plaster. • Assist with erecting scaffold. • Removal of hazardous substances on the road. • Clean and store tools/ cleaning of stormwater pipes and catch pits. • Direct assistance to bricklayer- selecting bricks, raking joints, etc. • Cleaning and building of driveway • Assist with duties associated Artisan • Loading and off-loading material.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to www.newcastle.gov.za. For further information you may contact the Strategic Executive Director : Technical Services : Mr S Chauke at 034 – 328 7926.

DEPARTMENT : COMMUNITY SERVICES

Position	Foreman Refuse Collection / Street Cleansing Inner : Post ID – COMM1450
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12). • National Diploma or Degree in Environmental Management, Project Management or Any Waste Management related qualification. • Supervisory Certificate will be added advantage • Valid Driver's license (EC + PrDP). • Shortlisted candidates will be required to undergo internal driver testing
Experience	<ul style="list-style-type: none"> • Substantial 3 Years' experience in a similar environment and some experience in staff supervision is advantageous.
Responsibilities	<ul style="list-style-type: none"> • Determining service level for new business customers. • Adjusting service levels for business customers as and when required • Ensuring all documentation for new service / change in service / termination of service in compiled and submitted. • Tracking of assets such as bulk containers. • Reporting on damaged assets. • Monitoring the execution of work sequences and priorities against laid down timeframes. • Assessing the quality of service rendered through interaction with personnel on outcomes and determining the need for adjustment to operating plans with due consideration given to quantitative measures (cost, capacity). • Provides insight on the adequacy of collection and disposal processes with a view to proving guidelines / briefing personnel on appropriate measures necessary to sustain service delivery criterions with regards to waste management. • Compiling work schedules. • Ensuring work sequences are rotated as per the scheduled agreement and all staff are distributed fairly within the cycles. • Performance schedules are completed daily regarding the work rounds and reported to the Service Area Manager. • Ensure that the area around the skip containers are kept clean and tidy at all time. • Ensure that streets are swept and ensure that all sand removal is done low traffic hours. • There is on-going litter picking during high traffic flow. • All resources for street cleansing is adequately provided (litter pickers, spade, rakes) to staff and requirements are reported timeously to the Service Advance for budgeting purposes.

	<ul style="list-style-type: none"> • Determining the positioning of new litter bins. <p>In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the section.</p>
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Foreman Refuse Collection / Street Cleansing Outer : Post ID – COMM1820
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12). • National Diploma or Degree in Environmental Management, Project Management or Any Waste Management related qualification. • Supervisory Certificate will be added advantage • Valid Driver's license (EC + PrDP). • Shortlisted candidates will be required to undergo internal driver testing
Experience	<ul style="list-style-type: none"> • Substantial 3 Years' experience in a similar environment and some experience in staff supervision is advantageous.
Responsibilities	<ul style="list-style-type: none"> • Determining service level for new business customers. • Adjusting service levels for business customers as and when required • Ensuring all documentation for new service / change in service / termination of service in compiled and submitted. • Tracking of assets such as bulk containers. • Reporting on damaged assets. • Monitoring the execution of work sequences and priorities against laid down timeframes. • Assessing the quality of service rendered through interaction with personnel on outcomes and determining the need for adjustment to operating plans with due consideration given to quantitative measures (cost, capacity). • Provides insight on the adequacy of collection and disposal processes with a view to proving guidelines / briefing personnel on appropriate measures necessary to sustain service delivery criterions with regards to waste management. • Compiling work schedules. • Ensuring work sequences are rotated as per the scheduled agreement and all staff are distributed fairly within the cycles. • Performance schedules are completed daily regarding the work rounds and reported to the Service Area Manager. • Ensure that the area around the skip containers are kept clean and tidy at all time. • Ensure that streets are swept and ensure that all sand removal is done low traffic hours. • There is on-going litter picking during high traffic flow. • All resources for street cleansing is adequately provided (litter pickers, spade, rakes) to staff and requirements are reported timeously to the Service Advance for budgeting purposes. • Determining the positioning of new litter bins. <p>In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the section.</p>
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Leading Fire Fighter X 4 : Post ID'S – COMM322, COMM375, COMM376 and COMM345
Remuneration	R375 294,48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Higher National Certificate in fire Technology • Fire Fighter1 & 2 • Hazmat Awareness • Hazmat Operations • First Aid Certificate 1,2 &3 • Code C Driver's License. • Physical fit and able bodies.
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience.
Responsibilities	<ul style="list-style-type: none"> • Controlling and supervising all fire fighting activities. • Organizing , leading and control of an operational shift. • Providing rescue services to communities in distress. • Carries out all Hazmat activities. • Compiling fire fighting procedures and monitoring adherence. • Planning of daily routine for the fire fighting crew. • Ensuring vehicle and equipment maintenance. • Compiling reports with regards to employee leave statistics, duty sheets and log sheets. • Conducting appraisals to measure performance. • Monitoring the adequacy of current training. • Communicating to personnel through the verbal and written mediums. • Inspecting work sites and / or conducting observations of work sequences. • Discussing and / or investigating workplace accidents / incidents. • Evaluating reports on all investigation and crimes falling within the ambit of the fire functionality. • Completing instructional / operational documentation. • Compiling investigational reports and / or responses to correspondence and queries.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Disaster Management Practitioner : Post ID – COMM485
Remuneration	R375 294, 48 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • National Diploma in Disaster Management • Code C Driver's License. • Physical fit and able bodies.
Experience	<ul style="list-style-type: none"> • 3 Years' relevant experience.
Responsibilities	<ul style="list-style-type: none"> • Establishing through communication with immediate superior specific requirements. • Checking applications and correcting deviations. • Preparing reports detailing quantitative information with regards to Disaster Management plans. • Updating, maintaining and or approving recording or entries of occurrences in specific Disaster Management schedules and registers. • Completing procedural forms and documentation. • Compiling training schedules and plans to co-ordinate exercises /practice sessions on Disaster Management techniques and applications. • Conducting inspections of structures and facilities. • Investigating industrial processes and development intervention and determining the impacts of applications to communities.

	<ul style="list-style-type: none"> • Compiling reports with regards to employee leave statistics, duty sheets and log sheets. • Identifying deficiencies with respect to the preparedness of awareness of the communities to potential risk and hazards. • Responds to reported calls of disaster related incidents. • Assuming control of the 'on site operations' and directing /implementing procedures and plans to facilitate recovery and rehabilitation. • Reporting on the status of the disaster and/ or making recommendations.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	CCTV Control Room Supervisor : Post ID – COMM755
Remuneration	R317 887,71 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Grade A Security Officer Training Certificate. • Registered with PSIRA. • Proficiency Certificate for Handgun. • Basic computer Training Certificate. • Code 8 Drivers License. • CCTV Supervisors surveillance Training Certificate.
Experience	<ul style="list-style-type: none"> • 2 Years' experience as Control Room Supervisor.
Responsibilities	<ul style="list-style-type: none"> • Organizing, leading and controlling of all the CCTV Control Room resources and functions. • Supervising all CCTV Control Room monitoring activities within the jurisdiction of the Newcastle Municipality. • Providing armed response, operational and proactive security support services to the Physical Security Services and SAPS. • Enforcing standard operating procedures and monitoring adherence to Security procedures and implementation of rules. • Planning and co-ordination of daily routine for the CCTV Control Room security services. • Ensuring that electronic security equipment is fully operational frequently to ensure that the sub-section is capable of delivering effective and efficient proactive security services. • Co-ordinates and controls tasks / activities associated with controlling personnel performance, productivity and discipline, by • Supervising and monitoring the Control Room staff (Senior Control Room Operators and Control Room Operators) attendance patterns and times. • Ensuring sub-ordinates (Senior Control Room Operators and Control Room Operators) carry out delegated functions Security Policy and procedures satisfactorily by monitoring their performance. • Supervising and ensuring the provision of Control Room security functions through posting sufficient personnel in the control room. • Supervising and controlling the safekeeping of firearms and ensure compliance with the firearms Control Act, Act 60 of 2000 in the CCTV Control Room. • Ensuring that security policy and procedures are adhered to and enforced at all municipal buildings (MISS, MPSS). • Performing Safety Representative Tasks for the CCTV Security sub-section. • Attending Crime related co-coordinating and security management meetings in the absence of the Superintendent Monitoring. <p>In order to ensure that all CCTV Control Room surveillance and monitoring minimum requirements are adhered to and that the relevant stakeholders are kept informed of progress and status of operations. In order to ensure human resources needs are</p>

	identified and attended to, supporting the accomplishment of Section objectives in terms of productivity and performance by supervising the activities of the staff.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Fire Safety Inspector : Post ID – COMM473
Remuneration	R269 282,17 per annum (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12. • Fire fighter 1 & 2 Hazmat Awareness and Operations, BAC / Level 3 First AID Code C Driver's license. • Physically fit, not be claustrophobic and not be afraid of heights.
Experience	<ul style="list-style-type: none"> • 2 – 3 Years' experience.
Responsibilities	<ul style="list-style-type: none"> • Conducting fire inspections to identify possible contraventions by observing the buildings and infrastructure. • Recording all finding and recommendations. • Advising clients about safety precautions regarding fire safety according to fire safety regulations. • Attaching follow-up documents and reporting on inspections. • Issuing certificate of compliance regarding fire safety • Doing regular site visits while building is being built and ensuring that all fire safety requirements are met when the building is completed. • Inspect fix fire installations and firefighting equipment to ensure it is in working order and serviced. • Providing guidelines on application of fire prevention protocols to all municipal areas and providing fire training of personnel where necessary. • Carrying out evacuation procedures with a view to briefing personnel on the implementation of urgent interventions in according with statutory requirements • Executing the department's disaster plan and assisting with contingency plans to affected areas during fire disasters. • Assisting in fire and rescue operations when needed. <p>In order to ensure fire policies are adhered to and executed in accordance with laid down safety standards and statutory requirements.</p>
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Driver / Supervisor (X18) : Post ID'S – COMM1452 - COMM1460, COMM1731 – COMM1740
Remuneration	R239 149,23 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12. • Code EC driver's license (PrDP). • Must be physically fit. • Please note that qualifying C Code drivers may apply. • If appointed they have 12 months to obtain EC drivers code. • Shortlisted candidates will be required to undergo internal driver testing
Experience	<ul style="list-style-type: none"> • 2 Years' experience in heavy motor vehicle driving.
Responsibilities	<ul style="list-style-type: none"> • Receiving instructions from the Foreman to establish details of tasks(vehicle, equipment and personnel) • Inspecting safety devices, controls, lubricant levels, etc. on vehicles • Ensuring that adequate and safe working equipment and PPE (Protective Clothing) is issued to all refuse removal staff.

	<ul style="list-style-type: none"> • Supervise the loading/ off-loading of material and equipment and correcting deviations from safety procedures • Ensuring that all refuse collections are carried out in accordance with departmental schedule and provide reports to the Foreman/ Supervisor on work completed. • Transporting personnel, refuse to/from specific locations. • Supervise the loads on vehicle and the use of hydraulic lifting and compaction gears • Ensure refuse bag distribution function is done. <p>In order to ensure instruction and departmental procedures are complied with and Occupational Health and Safety rules adhered to enable uninterrupted functionality and the accomplishment of productivity targets.</p>
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Junior Fire Fighters X 3 : Post ID'S – COMM343, COMM344 and COMM345
Remuneration	R212 422,38 per annum (Task Grade 8)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12) • Relevant Fire Fighting Certificate or Equivalent. • Ability to work in confined spaces. • Ability to work at heights. • Ability to swim. • Physical Fit.
Experience	<ul style="list-style-type: none"> • 1 Year relevant experience.
Responsibilities	<ul style="list-style-type: none"> • Responding to fire call-outs and performing fire extinguishing activities at the site of the fire. • Responding to HAZMAT incidents and other special services. • Undertaking rescue services within the Municipality during disaster, incidents and other occurrences necessitating rescue operations. • Cutting and felling of trees during emergency situations and burning of fire breaks as required. • Any other duties within the fire functionality, which the incumbent is adequately trained for.
Where Advertised	Internal / Newcastle Advertiser / Newcastle Municipal Website

Position	Hydraulic Operator (X12) : Post ID'S – COMM1468, COMM1469, COMM1470, COMM1471, COMM1472, COMM1473, COMM1475, COMM1476, COMM1477, COMM1478, COMM1479, COMM1480
Remuneration	R188 679,01 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Matric (Grade 12). • Able to communicate in one of the official languages (IsiZulu, English or Afrikaans). • Must be physically fit to perform manual duties under extreme weather conditions. • Shortlisted candidates will be required to undergo physical testing
Experience	<ul style="list-style-type: none"> • 12 Months experience

Responsibilities	<ul style="list-style-type: none"> • Issuing plastic refuse bags to household and gathering refuse bag, letter and waste and stack filled refuse bags for collection by removal vehicle. • Removing all animal carcasses and any other refuse from streets, payment, walkways and open lots in all areas and empty pavement litter bins • Loading filled refuse bags and other accumulated waste into refuse removal vehicle or bulk refuse container and off-loading refuse vehicle at waste disposal site, manually if required for the exception of compactor truck. • Washing and cleaning refuse removal vehicles, wash bay, parking areas and depot daily or when required after completion of work round. • Operation of actual compaction, ejection, hydraulic equipment, joystick of the grab and lifting gear of collection vehicle. • Report on damage to equipment and private property • Communicating with residents on refuse collection and assisting with organized clean up campaigns. • Removing bags from awkward runs to convenient truck loading positions. • Cleaning up spillage resulting from the movements of containers to the services truck. • Assisting with other duties in the department as and when required. • Assist the Divers with regard to traffic control in high density traffic areas especially when accessing containers that require service. • Calculations of refuse bags and distribution of bags prior to the households within the municipal jurisdiction. • Identify hazardous waste (medical waste) and report to health inspectors at the facility and practices. <p>In order to ensure a clean and healthy environment is maintained in the Newcastle area.</p>
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- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate : Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 29 JANUARY 2021