



# **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area*

<b>POSITION</b>	<b>DRIVER / OPERATOR</b>
<b>DIRECTORATE</b>	<b>ENGINEERING SERVICES</b>
<b>DIVISION</b>	<b>ELECTRICAL &amp; ENERGY</b>
<b>SECTION</b>	<b>DISTRIBUTION</b>
<b>SUB-SECTION</b>	<b>SITE CLEARING, TRENCHING &amp; TRANSPORT</b>
<b>BASIC SALARY</b>	<b>R 189 803,57 – R 246 374,85 (T7) + MUNICIPAL BENEFITS</b>
<b>REF NO</b>	<b>NOTICE 1 of 2024</b>

**QUALIFICATIONS & EXPERIENCES** • Basic Literacy • Valid Code EC driver's License with PrDP • Proficiency certificate for operating truck mounted equipment • 3 years' experience in operating heavy plant.

**REQUIREMENTS AND SKILLS:** • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Communication Skills • Ability to operate a heavy vehicle or other specialized machine • Ability to operate without direct supervision from time to time • Required to work in all weather conditions • Work outside normal working hours, on standby, during emergencies and planned overtime.

**FUNCTIONS & RESPONSIBILITIES:** • Performs specific tasks / activities at the Depot and worksite prior to and on completion of allocated maintenance assignments • Completes internal transactional documentation and related forms • Performs specific tasks associated with the operation of heavy vehicles during electrical maintenance activities • operate a machine / vehicle to perform required duties and to transport workers from time to time • Report to various institutions/persons • Interacts with various institutions/persons • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

## **COMPETENCIES REQUIRED**

### **CORE PROFESSIONAL**

**Operation monitoring:** Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Quality Control Analysis:** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Operation and Control:** Controlling operations of equipment or systems.

**Troubleshooting:** Determining causes of operating errors and deciding what to do about it.

**Workplace Safety:** Promotes principles of Occupational Health and Safety.

**Planning and Organizing:** The ability to plan broad activities within specific timeframes and then to execute these activities according to plan.

### **FUNCTIONAL COMPETENCIES**

**Vehicle Safety:** Preparing the vehicle and its occupants for the journey. Make sure the vehicle is safe and roadworthy.

**Driving Behaviour:** Guiding and controlling the vehicle. Using the road in accordance with governing traffic laws. Interacting appropriately with other road users.

**Learning Orientation:** Continually reviewing and adjusting driving behavior. Learn from experience.

**Quality Orientation:** Ensures high quality output, accurately checks processes and tasks and shows attention to detail.

### **PUBLIC SERVICE ORIENTATION COMPETENCIES**

**Service Delivery Orientation:** Engages effectively with the general public and clients

**Interpersonal relationships:** Shows confidence in engagement with internal and external stakeholders.

**Communication:** Responds to question with accurate and complete answers.

### **PERSONAL COMPETENCIES**

**Action Orientation:** Successfully completes projects with time and budget allocations

**Resilience:** Stays calm and focused under pressure

**Accountability and Ethical Conduct:** Admits own mistakes and weaknesses and seek help from others were unable to deliver

**Learning Orientation:** Learns from experience-does not repeat mistakes and remain abreast of changes in the relevant trade

**Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively

**Team Orientation:** The capacity to promote a cooperative climate in working with other to achieve a shared goal.

**Work related enquiries can be directed to Mr. MJ Rhode [mrhode@plett.gov.za](mailto:mrhode@plett.gov.za) or on tel: 044 501 3261.  
For general enquiries contact Ms L Clark or Mr. J Abroue on telephone no: 044 501 3418.**

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**M MEMANI**  
MUNICIPAL MANAGER

**CLOSING DATE: 1 February 2024 @ 14h00 p.m.**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**