

**INTERNAL**

**(Only employees currently employed at the Overberg District Municipality may apply)**

## **OVERBERG DISTRICT MUNICIPALITY**



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Corporate Services, Division Building Maintenance and Support Services, to be filled permanently as soon as possible.

### **BUILDING MAINTENANCE ASSISTANT (1 X BREDASDORP)**

**Requirements:** Basic literacy or Minimum Grade 10; Minimum (Two) 2 years' experience preferably in facility management. A Valid Code C1 Driver's Licence with PDP.

**Other requirements:** Performs routine and basic functions related to maintenance facility. Works independently under general supervision. Must be literate in at least two of the three official languages of the Western Cape.

**Responsibilities/ Duties:** The incumbent must ensure that the facilities and equipment of the Municipality are well maintained and in good working order. Responsible for maintaining the municipal buildings and report on defects. Repairs including painting of buildings, tiling, plumbing and carpentry and ceilings to ensure municipal buildings are operational safe. Responsible for construction work. Responds to maintenance requests in the minimum possible time. Assist supervisor to purchase the necessary materials for repairs and maintenance. Communicate with support personnel on site cleaning requirements and removal and loading of materials and tools. Adhere to Health and Safety in the workplace.

*The competency level for this position is a level 1 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.*

<b>Functional/Professional Competencies</b>	<b>Public Service Orientation Competencies</b>	<b>Personal Competencies</b>	<b>Management/ Leadership Competencies</b>
<ul style="list-style-type: none"><li>• Managing Work</li><li>• Planning and organizing</li><li>• Facility specific skills</li><li>• Workplace safety</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Service delivery Orientation</li><li>• Communication</li></ul>	<ul style="list-style-type: none"><li>• Action Orientation</li><li>• Resilience</li><li>• Change readiness</li><li>• Learning Orientation</li><li>• Problem solving</li><li>• Accountability and Ethical conduct</li></ul>	<ul style="list-style-type: none"><li>• Direction setting</li><li>• Impact &amp; Influence</li><li>• Coaching and Mentoring</li><li>• Team Orientation</li></ul>

**Job related enquiries:** Ms V Zeeman (028 4241157)

**Salary:** T-4 = R 115 344 – R 145 476 per annum (Subject to Task Evaluation) plus the normal fringe benefits of a Local Authority.

**Closing date: 19 April 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.



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