

DIRECTORATE: TECHNICAL SERVICES

POSITION : SUPERINTENDENT
SECTION : PUBLIC WORKS
REFERENCE : TEC/SUPP/04/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 6 OF
MERAFONG CITY LOCAL MUNICIPALITY(R 424 127.24 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 or Technical qualification • Trade Tested Artisan Diesel and/or petrol • Computer literacy: MS Office. • 3-5 years relevant experience • A valid driver's license.

RESPONSIBILITIES: Executing and planning for the effective of available funds, personnel, equipment, materials and supplies. • Preparing department budgets and maintain balances. • Establishing and maintaining procedures for the use of equipment and materials. • Monitoring and supervise activities of staff. • in conjunction with the municipal engineer, plans, designs and recommends to governing body new and improved public works facilities to meet future needs of the community. • Responsible for planning, forecasting, coordinating and supervising the work done by subordinates and contractors within the functional area of control. • Setting out, measurement, quality control and assurance of work done by contractors and subordinates within functional area. • Responsible for effective, efficient and economical resource allocation including staff, materials, equipment and budgets. • Effective and efficient of the section including code of conduct, section meeting and staff matters. • effective and efficient financial management of the section budget preparation, budget monitoring, cash flows and expenditure planning. • Reporting written, internal and correspondence. • Creating and monitoring of Standard Operating Procedure and Processes of the Department. • Establishing and supervises the maintenance of essential records

COMPTENCIES: Core professional competencies • Problem Solving • Organisational Awareness • Planning and Organising • **Functional Competencies** • Discipline Specific Skills • People Management • Task Management • Budgeting • **Public Service Orientation Competencies:** Interpersonal Relationships • Communication • Service Delivery Orientation • **Personal Competencies:** Action and Outcome Orientation • Resilience • Ethics and Accountability.