



EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Community Services, Department Roads Services, to be filled permanently as soon as possible.

ASSISTANT WORKS SUPERINTENDENT (1 X CALEDON)

Requirements: Grade 12 or equivalent technical qualification, 3 – 5 years' relevant experience in the routine maintenance of gravel and surfaced roads. Computer Literacy: MS Office applications; Code B drivers' licence.

Other requirements: Draw up operational work plans and maintenance programs. Exercise supervisory control over the Foreman/Senior. Perform general administrative duties. Work independently within works/maintenance programs and with regular reporting back to the Manager. Applicants must be literate in at least two of the three languages of the Western Cape.

Responsibilities/ Duties: The incumbent will be responsible to preserve the ODM roads service network by supporting and assisting the Area Coordinator: Caledon to manage, monitor and coordinate road work operations. Submit inputs for road infrastructure maintenance and development by measuring and quantifying work and resources. Assist with the planning, prioritisation and assignment of work activities on a day-to-day basis and monitor that work details are recorded and submitted after the execution of the work. Delegate, assign and monitor daily task outputs to work teams regarding routine maintenance (seal and layer works, signage, drainage, structures, vegetation control, rest areas, housekeeping), grader blading maintenance, re-gravel work, reseal work and construction. Monitor, control, coordinate and manage the outputs of work performance, quality/standard, effectivity and progress. Assemble, organise and manage team members with supporting plant, equipment and material resources for operational activities along instructional guidelines to meet planned and set work deadlines. Supervise, lead and guide subordinates by providing direction and advice, and give training where necessary. Attend to sequences associated with storage, allocation and/or assessing, and condition reporting of signage/ plant/ equipment/ material. Monitor the setting out/ erection of temporary road traffic signage and signals to safeguard/demarcate maintenance and construction sites for work in progress. Identify/record details of services affected by tar/reseal operations. Administrate the personnel log sheets and attendance, safety forms and plant/equipment/PPE checklist are complete and correct for submission to facilitate processing sequences. Adhere to Occupational Health and Safety regulations by addressing corrective active measures for safety and construction issues where workmanship and safety are not to standard. Assess and report to the Workshop Superintendent any mechanical issue/failure/damage on work plant/equipment for servicing and repair. Assist with administration duties, correspondence and complaints with/from the public, organisations and various departments. Distribute and communicate public notices and road policy documentation regarding maintenance and constructions works, road closure details and alternative routes. Uphold serviceability of the road reserve by liaising with property owners/applicants/transgressors with regard to fence repair/replacement, way leaves, signage, access and illegitimate activities on proclaimed roads.

The competency level for this position is a level 3 as stipulated 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.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem Solving • Planning and Organising • Organisational Awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Work Place Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Safety delivery orientation 	<ul style="list-style-type: none"> • Action and outcome orientation • Resilience • Ethics and accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and influence • Team Orientation • Coaching and mentoring

Job related enquiries: Mr F Damons (028 425 1157)

Salary: T-11 = R 356 244 – R 462 420 per annum plus the normal fringe benefits of a Local Authority.

Please Note: Shortlisted candidates will be subjected to medical testing as per the Occupational Health & Safety Act (OHASA).

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.

Closing date: 29 December 2025

All applications must be submitted on the prescribed ODM application form, (found on 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. 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.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.