UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

PERSONNEL VACANCIES: UMSOBOMVU MUNICIPALITY

Umsobomvu Municipality, with it's seat in Colesberg, covering the area of Noupoort, Colesberg, Norvalspont and all commercial farming areas, seeks to appoint properly qualified individual in the following position:

ARTISAN MECHANIC

Requirements: Qualifications and Experience: Grade 12; Trade Tested Artisan, Code EC driving license; Ability to communicate in two or more of the local official languages**;** Relevant mechanical experience in diesel and petrol driven motors.

Job Purpose: Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with the mechanical maintenance and repair of diesel/petrol heavy plant and vehicles, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

Key Functions:

1. Interprets and co-ordinates specific pre-work/ site requirements with regards to repairs and, planned and predictive maintenance sequences and guides the activities of personnel, by

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders.
- Interacting with the SCM regarding procurement of parts, components and materials against job cards prior to commencing with repairs.
- Providing guidelines and specific instructions to personnel with respect to the preparation of work.
- Attending to deviations in performance or disciplinary/ conflict issues and counseling personnel to correct/ adjust behavior prior to applying laid down disciplinary procedures.

In order to ensure requirements are co-ordinated and instructions communicated and understood enabling the efficient execution and completion of tasks/ activities.

2. Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity report, etc.) and related forms (vehicle checklist), by

- Inserting the relevant information (quantitative/qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations in entries raised during processing.

In order to ensure details of activities are accurately recorded to facilitate the processing of information related to productivity personnel, time and material allocation and utilization for specific assignments.

3. Co-ordinates activities and sequences associated with maintaining the functionality of petrol/diesel driven Mechanical Plant and vehicles, by

- Ensure good working condition of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor.
- Ensure oil levels, electronic components and breaking devices and/or replacing defective parts are attended to.
- Ensure flushing of water systems and replacing anti-coolants.
- Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburetor, etc, tuning engine and aligning/balancing tyres to manufactures specification.
- Cleaning and/ or replacing air, oil and dust filters and/ or replacing hose clamps, screws and protective covers.
- Driving and testing vehicles to assess operating functionality and safety.
- Ensure repair and replacement of tyres.

In order to ensure scheduled planned and predictive maintenance cycle and work procedures are complied with enabling uninterrupted and optimum functionality of vehicles and plant

4. Co-ordinates activities/ sequences associated with trouble shooting/fault finding and repairing mechanical breakdowns, by

- Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures.
- Removing and replacing defective parts with re-conditioned or new spares.
- Checking the functionality of replacement parts and executing the necessary adjustment and setting sequences.
- Prepare and present vehicles for roadworthiness and ensure roadworthiness of vehicles at all times.

In order to ensure faults are detected and repaired and functionality restored with minimal disruption to services.

Remuneration: T Grade 12 (R313 740.00 to R407 244.00).

Benefits: Normal fringe benefits applicable to local authorities are applicable.

Closing date: 25 October 2019 at close of business.

Application Instructions: Applications on the **official application form** together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X6, **Colesberg,** 9795. Application forms are available on the official web site and at the Human Resource Officer. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A.C. MPELA
Municipal Manager
Notice Nr. 78/2019 Date: 11 October 2019