



INTERNAL ADVERTISEMENT

DEPARTMENT: INFRASTRUCTURE SERVICES

Applications are hereby invited from suitably qualified and experienced persons for the following vacant positions:

POST: SUPERVISOR PROCESS CONTROLLER – GRAAFF REINET

SALARY TK 10

SALARY SCALE: R308 748 - R400 740

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- Plant Operators Certificate e.g. WISA Training - NQF Level 5
- Class V Process Controller Classification
- Driver's License
- Report Writing
- Computer literacy
- Interpersonal Skills
- 2-year relevant experience

Additional Qualifications and Experience

- Understanding of SANS 241 drinking-water quality requirements
- Knowledge of the complete water treatment process
- Experience with process control systems
- Supervision Certificate / Supervisory Management Short Course

CORE RESPONSIBILITIES

WATER TREATMENT WORKS PROCESS CONTROL

PLANT OPERATIONS – MONITORING & CONTROL

Monitors the execution of specific applications related to the operation of the Water Treatment Plant by:

- Monitoring of Sampling and analyses of Water samples, Chemical and Bacteriological and ensure that deviation is addressed accordingly.
- Opening/ closing valves to specific limits to control levels and regulate flow from/to storage units.
- Conducting tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceeding with corrective measures
- Adjusting mechanical control settings to regulate chemical levels to enable destruction of bacteria and/ or activating/ deactivating pumps to commence/ stop the movement of treated/ untreated water.
- Performing first line maintenance of pumps and machinery (i.e. greasing, cleaning of non-return valves, minor maintenance works, etc.)
- Communicating with the immediate superior, transmitting information on plant condition, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process.

- Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.
- Monitoring and requisition of chemicals & other consumables required on purification plant.
- Processing and monitoring by visual inspection and data analysis and correct deviation of flocculation channels, sedimentation, filtration, disinfection, distribution and telemetry systems.
- Verifying that water quality standards meet SANS 241.
- Checking, monitoring and reporting all infrastructural malfunctioning i.e, mechanical, electrical and civil.
- Performing and analysing laboratory tests to determine the quality of drinking water.

SUPERVISION AND CONTROL

Supervise the tasks/ activities associated with controlling personnel performance, productivity and discipline by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

GENERAL FUNCTIONS

PLANT HOUSEKEEPING/ CLEANING ACTIVITIES

Monitors the cleaning of operating units and attends to the disposal of waste by:

- Attending to the safekeeping of hand tools and/ or apparatus used in the process, applying laid down instructions and guidelines to avoid theft or loss.
- Ensuring compliance with Occupational Health and Safety requirements, municipal policies, environmental requirements and Water Treatment Works procedures.
- Taking immediate corrective action where poor housekeeping creates a risk to employees, the public, water quality or the operation of the plant.

ADMINISTRATION AND CONTROL

Performing specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Recording and logging of meter readings of the reservoir raw and final water.
- Logging specific activities/ outcomes associated with operating process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.
- Preparing of monthly reports and submitting to the immediate superior.
- In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information.

COMMUNICATION

Communicates technical operational information on outcomes, current developments, problems and constraints by:

- Reporting any problems to the immediate Supervisor accurately and timeously and record in daily diary.
- Communicating with the immediate superior, transmitting information on plant condition, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process.

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, or Email: recruitment@bnlm.gov.za not later than **Friday, 11 September 2026**. late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
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6280

REFERENCE NR: 125/2026