

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

APPLICATIONS : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>

CLOSING DATE : 23 May 2025

NOTE : In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Only online applications will be considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 792 4851. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 15/228 : **CHIEF ARTISAN GRADE A-B REF NO: REFS/022258 (X2 POSTS)**
Roads Maintenance and Fleet Services

SALARY : R480 261 – R769 920.per annum, (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.

CENTRE : Ekurhuleni, Tshwane

REQUIREMENTS : An appropriate Electrical Trade Test Certificate. 10 years post qualification experience as an Artisan or Artisan Foreman. Valid driver's license (C1). Knowledge in electrical installation, electrical components, power machines, electrical system equipment and electrical analogues.

DUTIES : Manage electrical equipment and workshop/building facilities and related technical services. Ensure that the equipment's are always in proper repaired status, not to impact on productivity. Identify recurring faults and use preventative maintenance systems to fix them. Analyze the nature of breakdowns and apply necessary skills to remedy the situations. Recommend an alternatives measure for particular breakdowns. Analyze all quotations and invoices related to maintenance, repairs and servicing of electrical equipment to align with departmental cost containment. Ensure all repairs are in line with the allocated budget. Ensure the scheduling of daily work is followed and monitored. Manage and monitor the safeguarding of assets in the. Record and document all assets quarterly. Ensure that all unused assets are recorded and clearly marked and protected for any vandalism. Record all assets that are being transferred in or outside the regional office clearly indicate permanent or temporary movement. Manage Risk and OHS at the region. Ensure knowledge and understanding of departmental policies related to your job. Ensuring that every employee in and outside the working area are adhering to safety regulations. Report and attend to any safety related queries in and outside the workshop. Record and report all incidence and accident including injuries immediately. Record and report theft and losses to the relevant authorities in the department immediately. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel.

ENQUIRIES : Ms. M. Mashele/ Mr. S. Ngcobo Tel. (011) 355-7082/7043

POST 15/229 : **ARTISAN FOREMAN GRADE A-B REF NO: REFS/022259 (X3 POSTS)**
Roads Maintenance and Fleet Services

SALARY : R382 047 – R571 089 per annum, (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.

CENTRE : Heidelberg, Tshwane, West Rand

REQUIREMENTS : An Appropriate Trade Test Certificate in Electrical. Minimum of 5 years post qualification experience as an Artisan. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance, Knowledge in electrical installations. Knowledge in electrical components. Knowledge of power machines. Knowledge of electrical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.

DUTIES : Ensure that workshop/ building facilities (Electrical) are tested and comply with safety standards. Ensure certificates of compliance. Ensure safety regulations and procedures are properly posted

in and around workshop/building facilities and are implemented. Ensure electrical components and equipment are clearly labelled and visible to users. Ensure replacement and repair of damaged lights, leakage, loose parts and components. Recommend proper service on the machines and equipment. Monitor and encourage cleanness of machines, equipment's in the regions before and after usage. Produce reports of all equipment's, machines performances. Manage regular inspections of electrical equipment and/or facilities for technical faults and record the faults for repairs. Conduct evaluation and testing of mechanical and electrical repaired equipment's and/or facilities to the required stipulated OEM specifications. Verify plant equipment and/or facilities are serviced according to OEM schedule, if under warranties, or departments standards if out of warranties. Quality assures serviced and maintained equipment and/or facilities and produce report to the supervisor with recommendations. Maintain and advance expertise. Manage resources.

ENQUIRIES

: Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

POST 15/230

: **ARTISAN PRODUCTION GRADE A-C REF NO: REFS/022260 (X12 POSTS)**
Roads Maintenance and Fleet Services

SALARY

: R243 597 - R408 048 per annum, (plus benefits). The offer is based on recognition of experience after trade certificate. (Proof of recognized experience will be requested only to the shortlisted candidates).

CENTRE REQUIREMENTS

: Ekurhuleni, Heidelberg, Tshwane, West Rand, Motsweding, Sedibeng
: An appropriate electrical trade test certificate and driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations. Knowledge in electrical installation, electrical analogues and components.

DUTIES

: Repair and service electrical equipment in the workshop/building and on-site. Diagnose electrical faults on the road infrastructure asset. Repair and service in accordance with departmental specifications and within limits of cost savings. Use the correct and appropriate methods and tools for any kind of job. Render group operations services. Inspect and report lights, leakage, loose parts and components to the supervisor. Advise and monitor the proper usage of parts on lights. Ensure cleanness of machines and equipment at the regions before and after usage. Produce reports of all equipment and tools usage on site. Apply and define techniques to enhance quality in accordance with the departmental standards. Maintain electrical equipment and workshop/building facilities. Inspect equipment and/or workshop facilities for technical faults before usage. Record and report any defects to the supervisor. Repair equipment and workshop facilities according to standards and specifications as instructed by supervisor. Service equipment and/or workshop facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise.

ENQUIRIES

: Ms. M. Mashele/ Mr. S. Ngcobo/ Tel No: (011) 355-7082/7043