STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ASSISTANT TECHNICIAN
ELECTRICAL SERVICES
INFRASTRUCTURE SERVICES
REF: IS/ELS/MLD/MLC/05

Minimum requirements: A relevant National Diploma Engineering ● 0-1 years' experience ● A valid Code B Drivers Licence ● Basic computer skills (MS Office, Internet, Outlook).

Other Requirements: Technical skills ● Analytical skills ● Problem-solving skills ● Decision-making skills ● Time management skills ● Ability to work under pressure ● Interpersonal communication skills ● Customer service skills ● Language proficiency in at least two of the three official languages of the Western Cape (English, Xhosa and Afrikaans).

Responsibilities/Duties: Assist Technician with immediate, short, medium and objectives/plans associated with service delivery to customers by ensuring critical performance indicators that are identified and specific measures established to enable and guide the section to plan, manage and / or prioritise outcomes accordingly ● Delegate tasks to subordinates and control execution ● Operational planning and reporting ● Communicate with Supervisor on specific Key Performance Areas (revenue and quality of service) ● Assist Supervisor to prepare accurate estimates in relation to requirements enabling the section to contribute positively towards meeting maintenance objectives and sustain the quality and standards of service delivery ● Ensure that meters are sealed to minimize losses to Council ● Assist with the implementation procedures, systems and controls to regulate specific work sequences and general practices as prescribed by legislation ● Identify unsafe and incorrect work sequences and deviations from specifications ● Ensure rectification of deviations and incorrect work procedures ● Minimising the threat of injury to persons, damage to property and the risk of diseases through degrading of the environment ● Construction and maintenance activities ● Assist Superior with projects and activities to ensure planning, implementation, monitoring and corrective measures ● Assist Technician to coordinate specific pre-work/site requirements with regards to installation, repairs and planned and predictive maintenance sequences and guides the activities of personnel ● Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist), 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 utilisation of specific assignments ● Assist to Coordinate activities associated with the construction and installations of high/medium/low volt-age electrical networks to ensure the installation and safety procedures and guidelines are complied with and tasks executed in accordance with the set standards ● Installation of low and medium voltage electricity meters ● Assist Technician on commission of large power users metering points ● Assist to coordinate activities and sequences associated with maintaining the functionality of high/medium/low voltage electrical reticulation systems, ensuring scheduled/planned and predictive maintenance cycle and work procedures are compiled enabling uninterrupted and optimum functionality of the electrical/power supply system ● Coordinates activities/sequences associated with trouble shooting/fault finding and repairing to high/medium/low voltage reticulation and electrical system, in order to ensure faults are detected and repaired and functionality restored with minimal disruption to services ● Performs activities associated with the testing of meters, by testing of electrical meters for accuracy according to prescribed guidelines ● Ensure installation and safety procedures and guidelines are complied with and tasks are executed in accordance with set standards ● Performs activities associated with store duties by ensuring that installation personnel have sufficient material available to complete daily tasks ● Inform Supervisor before stock levels reach minimum levels in order to replenish ● Ensure that the Test Centre is kept orderly and clean ● Ensure that all meters are stored safely ● Verify and test for remaining units by using the available meter interrogation equipment ●Responsible for consumption recordings and reports ● Request quotations ● Order material and equipment ● Write requisitions ● Responsible for meter test results ● Assist Technician with documents and reports ● Responsible for electricity's input into monthly reports ● Responsible for sound document management and filing in general within own area of ensure a well-trained, effective and empowered workforce work ● ensure effective communication with all relevant stakeholders ● ensure a safe working environment, promote a healthy workforce and to ensure the safety of the community ● Assist with any reasonable instruction or task as from time to time given by immediate senior.

Job related enquiries: Ms Nombulelo Zwane 021 808 8333

General Enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 339 264.37 - R 440 386.77 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

---

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: infrastructurejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

apply Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.