



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**PROCESS CONTROLLER CLASS III
WATER & WASTEWATER SERVICES
INFRASTRUCTURE SERVICES
REF: IS/WWS/WTO/11**

Minimum requirements: Grade 12 (or NTC III) plus Operator's Certificate; Reg 3630 or Grade 12 (or NTC III) plus Water Treatment Practice N3; Reg 3630 or Grade 12 (or NTC III) plus the Core Unit Standards from the Appropriate NQF 4 Qualification equivalent to a value of at least 30 credits; Reg 3630 or NTC III in Water Treatment practice; Reg 3630 or Appropriate NQF 4 Qualification Reg 3630 • 1-2 Years relevant experience • Valid Code EB or B Driver's License • Computer literate.

Other Requirements: Technical background in a Wastewater Treatment environment • Interpersonal Skills • Language Proficiency in at least two of the three official languages of the Western Cape.

Responsibilities/Duties: Plan and prioritise daily work of section • Ensure in advance that staff working night shift, weekends and public holidays have sufficient quantities of chemicals, test reagents, batteries for test equipment and sampling bottles • Plan chemical storage facilities to manage all deliveries and consumption on a first in first out basis • Ensure that chemicals, tools and staff available in advance for cleaning of filters and clarifiers according to the relevant schedules • Guide new personnel on-the job • Responsible to measure and fill up chemical dosing tanks and/or hoppers • Measure water quality according to approved SOP's • Opening/closing valves to specific limits to control levels and regulate flow through the plant, and to reservoirs • Activating/deactivating pumps to commence/stop chemical dosing, movement of treated water to reservoir and process equipment and recycling of backwash and sludge pond water • Monitor all plant • equipment for optimal functioning • Backwashing of filters according to backwash schedule • Ensure that equipment and piping are cleaned • Logging of all plant data and activities • Ensure that equipment and piping are cleaned • Ensure that clearing and unblocking of inlets, outlets, valves, filters and connections, removing debris using handheld tools (shovel, fork, etc) and pressurized water systems to remove/flush block-ages are carried out • Providing general guidelines and explaining procedures to personnel on the removing and destruction/disposal of debris to avoid health related risks • 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 • Liaise with supervisor to receive instructions, make recommendations or discuss problems experienced • Interact with colleagues when conveying or receiving information in order to complete task • Attend informal meetings • Logging specific activities / outcomes associated with the process in registers / check sheets, indicating time, incident or occurrence and capture on computer system • Report weekly to immediate supervisor regarding area of responsibility.

Job related enquiries: Mr Nico-Ben Janse van Rensburg 021 808 8965

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

Salary: R 226 725.27 - R 294 298.01

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



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. 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.