



**the dpsa**

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Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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**TO ALL NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS THAT EMPLOY ASSISTANT BOILER OPERATOR AND BOILER OPERATOR.**

**IMPLEMENTATION OF THE CO-ORDINATION PROCESS - BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR THE OCCUPATION: ASSISTANT BOILER OPERATOR AND BOILER OPERATOR.**

As you may be aware, the Minister for Public Service and Administration issued a letter dated 27<sup>th</sup> January 2010 to consult on the co-ordination process for Assistant Boiler Operator and Boiler Operator.

As part of the consultation process, a communiqué to all departments that employ Assistant Boiler Operator and Boiler Operator was issued. Inputs/comments from the departments indicated that there was general acceptance and support from the relevant role players for the proposed job descriptions, grading results and implementation strategy. The recommended grades are as follows:

JOB	WORK LEVEL	JOB GRADE
Assistant Boiler Operator	Entry level production	2
Boiler Operator	Production and lower level supervision	4

The costing to implement the revised grades as provided by departments is approximately R 6.8 million. Furthermore, it should be noted that departments will have to defray the costs relating to the implementation of the revised grades from their own budgets. Attached as Annexure A to this letter are the implementation guidelines.

Note should be taken that a proposal has been made that in future, implementation instructions will be issued as directives subject to the necessary amendments to the Public Service Regulations, 2001. Therefore, pending the finalization of the said amendments to the regulations, which are meant to strengthen compliance with job evaluation outcomes, a decision has been taken that in order not to negatively affect service delivery in the affected departments, the outcomes of this co-ordination process are issued as advice.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzwawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

The job descriptions and the job evaluation results can, on request, be supplied in electronic format. Please submit requests to Ms Mpho Letebele via e-mail [Mphol@dpsa.gov.za](mailto:Mphol@dpsa.gov.za) or fax 012 336 1818.



**Director-General**

**Date:** 11/06/2012

**IMPLEMENTATION/ABSORPTION MEASURES FOR THE BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR TWO LEVELS OF BOILER OPERATORS**

**NOTE:**

1. There are indications that due to rank progression in the past and the way posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the benchmark posts. These options should, however, not be utilized to move employees automatically to higher level posts.
2. Departments should determine what functions should be performed to ensure that they comply with their service delivery requirements, and secondly the competencies, experience and qualifications required to perform the work. This should be compared with the benchmark job description and posts on the establishment of the Department should be created on the basis of the benchmark job description that matches the service delivery needs the closest.
3. In cases where posts are upgraded and the current incumbents are considered for absorption in the upgraded posts, employees should be absorbed in posts on the basis of their competency profiles and ability to operate at least at a satisfactory level in these posts. In essence, the implementation of the revised grades could entail a restructuring of the relevant units. Departments must also comply with the following:
  - The requirements of the PSR Chapter 1, Part V C.6 entail that an incumbent must already be performing the duties attached to the post to be upgraded and he/she must have received a satisfactory performance assessment, based on performance of the duties attached to the post to be upgraded, in his/her most recent performance assessment. Where employees' performance has not yet been assessed, they should be assessed with the departmental performance management and development system before considered for absorption in the upgraded posts. **No automatic translations to/absorption into the upgraded posts may be done.**
  - Employees must be awarded the minimum notch of the salary range attached to the upgraded post.
  - PSR Chapter 1, Part V C.7 stipulates that an incumbent may only be absorbed in an upgraded post with effect from the first day of the month following the month during which the executive authority approved the absorption.
4. It should be noted that some departments may have jobs that are graded at a higher salary level, but performing similar functions to the benchmark jobs at a lower level. In such cases these jobs have to be regraded (downgraded) to the same level as the benchmark jobs and the incumbents will retain their salaries in line with PSCBC Resolution 3/2009. Furthermore departments should refrain from utilizing levels that are not provided for in terms of the outcomes of the co-ordination process for "salary progression purposes".
  - (a) Employees currently on salary range 1 and who are performing entry level production functions (Assistant Boiler Operator) should be absorbed at salary range 2 provided they meet the requirements as set out in PSR 2001, Chapter 1, Part V C.6.

- (b) Employees currently on salary range 2 and who are performing entry level production functions (Assistant Boiler Operator) should remain on salary range 2.
- (c) Employees currently on salary range 3 and who are performing entry level production functions (Assistant Boiler Operator) should be graded on salary range 2. These posts should be phased-out by departments as and when they become vacant. No future appointment on salary range 3 for Assistant Boiler Operator will be allowed.
- (d) Employees currently on salary range 3 and who are performing production and lower level supervisory functions (Boiler Operator) should be absorbed at salary range 4 provided they meet the requirements as set out in PSR 2001, Chapter 1, Part V C.6.
- (e) Employees currently on salary range 4 and who are performing production and lower level supervisory functions (Boiler Operator) should remain on salary range 4.
- (f) Employees currently on salary range 5 and who are performing production and lower level supervisory functions (Boiler Operator) should be graded on salary range 4. These posts should be phased-out by departments as and when they become vacant. No future appointment on salary range 5 for Boiler Operator will be allowed.

EXISTING POSITION			REGRADED POSITION		
RANK	SALARY LEVEL	SALARY NOTCH	RANK	SALARY LEVEL	SALARY NOTCH
Assistant Boiler Operator  To provide boiler operational support to ensure the delivery of steam on a 24 hours basis.	1	All notches	Assistant Boiler Operator (Entry level production).	2	<p>NB: Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>

<p><b>Assistant Boiler Operator</b></p> <p>To provide boiler operational support to ensure the delivery of steam on a 24 hours basis.</p>	2	All notches	Assistant Boiler Operator (Entry level production).	2	<p><b>NB:</b> Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>
<p><b>Assistant Boiler Operator</b></p> <p>To provide boiler operational support to ensure the delivery of steam on a 24 hours basis.</p>	3	All notches	Assistant Boiler Operator (Entry level production).	2	<ol style="list-style-type: none"> <li>1. Translation with retention of existing salary notches.</li> <li>2. Posts should be graded at salary level 2 if the functions set out in the job description for Assistant Boiler Operator are performed.</li> <li>3. The job incumbent will retain his/her salary in line with PSCBC Resolution 3/2009.</li> </ol>
<p><b>Boiler Operator</b></p> <p>To operate boiler to ensure steam delivery on a 24 hours basis.</p>	3	All notches	Boiler Operator (production and lower level supervision).	4	<p><b>NB:</b> Translation is effected to the minimum notch.</p> <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>

<p><b>Boiler Operator</b> To operate boiler to ensure steam delivery on a 24 hours basis.</p>	<p>4</p>	<p>All notches</p>	<p>Boiler Operator (production and lower supervision).</p>	<p>4</p>	<p><b>NB:</b> Translation with retention of existing salary notch.</p> <ul style="list-style-type: none"> <li>• Departments should create posts in accordance with the benchmark job descriptions in terms of their service delivery requirements and the competencies, experience and qualifications required to perform the work at this level.</li> <li>• Incumbents should be absorbed into the posts on the basis of the level at which they operate and provided that their skills and competencies allow them to perform at least at a satisfactory level.</li> </ul>
<p><b>Boiler Operator</b> To operate boiler to ensure steam delivery on a 24 hours basis.</p>	<p>5</p>	<p>All notches</p>	<p>Boiler Operator (production and lower supervision).</p>	<p>4</p>	<ol style="list-style-type: none"> <li>4. Translation with retention of existing salary notches.</li> <li>5. Posts should be graded at salary level 2 if the functions set out in the job description for Assistant Boiler Operator are performed.</li> <li>6. The job incumbent will retain his/her salary in line with PSCBC Resolution 3/2009.</li> </ol>

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :  
Job title : Assistant Boiler Operator  
Core code :  
Post level and salary code : 2  
Occupational class code : Artisan + Support Personnel/Safety and Related Personnel  
Name of component :  
Location :  
Posts reports to : Boiler Operator  
Date of appointment :

### B. JOB PURPOSE

To provide boiler operational support to ensure the delivery of steam on a 24 hour basis.

### C. KEY PERFORMANCE AREAS

#### 1. Provide support to the operation of the boiler.

- a) Assist with recording of boiler readings.
- b) Trimming of coal and ash removal from gritt arrester.
- c) Cleaning of the boiler, boiler house and the surrounding environment.
- d) Regular maintenance of ash trolleys.
- e) Apply chemicals and salt to the brine tank as prescribed.
- f) Cleaning the brine tank and water filter.

#### 2. Maintain and adhere to safe working environment in accordance to the Occupational Health and Safety Act.

- a) Proper usage of protective clothing. (Self /Visitors).
- b) Identify and report safety hazards.
- c) Dust and clean the boilers, boiler house, coal bunker area, chemical tanks / brine tank and windows.

### D. INHERENT REQUIREMENTS

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

### E. APPOINTMENT REQUIREMENTS

The following qualifications may be considered for appointment:

1. Grade 10 (std 8)
2. No Experience required

### F. CAREER PATHING

Compliance with the requirements of higher posts.

**G AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**H PERFORMANCE AGREEMENT**

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

**I JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**



## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Boiler Operator

Core code :

Post level and salary code : 4

Occupational class code : Artisan + Support Personnel/Safety and Related Personnel

Name of component :

Location :

Posts reports to : To be determined in a Department

Date of appointment :

### B. JOB PURPOSE

To operate boiler to ensure steam delivery on a 24 hour basis.

### C. KEY PERFORMANCE AREAS

#### 1. Ensure correct usage and flow of chemicals.

- a) Request chemicals from stores as required.
- b) Test quality of water of softeners as well as the returning flows of condensate water.
- c) Fill chemical tank with required chemicals as prescribed.
- d) Top up salt in brine tank.
- e) Check working conditions of chemical pumps.
- f) Test Total Dissolve Solids (TDS) and blow – down according to prescripts.

#### 2. Monitoring boiler pressure in accordance with demand.

- a) Monitor the steam pressure constantly.
- b) Check the correct temperature of hot well tanks.
- c) Adjust the stoker for efficient steam delivery.
- d) Report all defects immediately.

#### 3. Monitoring the water/fuel level in the boiler.

- a) Check the feed water pump-levels and hot well tanks for sufficient water supply to the boiler.
- b) Make sure that standby boilers and funnel is full of water and chemicals at all times.
- c) Control the flow of fuel.

#### 4. Ensure adherence and compliance with Occupational and Health Standards and the Occupational Health and Safety Act.

- a) Ensure that the boiler environment is well maintained.
- b) Ensure proper usage of protective clothing. (Self/Visitors/sub-ordinates).

- c) Ensure that the boiler environment is clean and safe.
- d) Ensure that the brine tank and water filter are cleaned as prescribed.
- e) Ensure the removal ash from boilers, gritt arrester and smoke box.

**5. Perform administrative functions.**

- a) Log all recordings as per assessment in the logbook.
- b) Perform supervisory functions.
- c) Receive and signoff on the delivery of coal.
- d) Provide shift reports.
- e) Maintenance of shift / over-time register.
- f) Perform related adhoc duties.

**D INHERENT REQUIREMENTS**

Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/core.asp>

**E APPOINTMENT REQUIREMENTS**

The following qualifications may be considered for appointment

1. Grade 10 and an equivalent recognized National Steam Certificate.
2. Minimum of 1-3 yrs experience

**F CAREER PATHING**

Compliance with the requirements of higher posts.

**G AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**H PERFORMANCE AGREEMENT**

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

**I JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**

Full Rank Order Printout

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Job Title	REP	TD	KN	CM	EN	Score	Grade
1 Boiler operator	4	3	2	3	3	259.15	3+
2*ASSISTANT BOILER OPERATOR	1	3	1	2	3	163.32	2



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Job Report - ASSISTANT BOILER OPERATOR

RESPONSIBILITY

Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Ancillary (cleaning equipment, hand tools etc)
- Service (Boiler room, switchboard etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)

The value of the equipment described above is:

- Large - R(hundreds of thousands)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Maintenance Supplies
- Miscellaneous stores

The value of stores/livestock is:

- R thousands

The postholder's responsibility covers:

- Uses stores

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

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Job Report - ASSISTANT BOILER OPERATOR

- Unskilled manual

The postholder does not have any core responsibilities from List 2.

The structure of the job is best described as:

- Few well-defined tasks

Advisory Responsibility

The postholder is not required to provide advice as a function of the job.

Impact

The postholder's work directly influences:

- Own section.....Moderate

The type and extent of the post's impact is:

- Impact on services provided to the General Public.....Moderate

Work Errors

Significant risk of error in the post is due to:

- Complexity

The majority of errors would be detected:

- Within the section

The consequence of error is:

- Minimal impact, could cause delay

Errors are detected:

- Within the day

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

Job Report - ASSISTANT BOILER OPERATOR

- A single subject area

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Routine
- Procedural.....Standard
- Technical/professional.....Routine
- Department policy/strategy.....Routine

The information available to the postholder is:

- Complete

The postholder is not required to carry out an analysis on information.

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Standard

Problem solving that is subject to deadlines are:

- Immediate.....Infrequent
- Daily.....Infrequent
- Weekly.....Infrequent
- Monthly.....Infrequent

Planning

The postholder's planning impacts the following areas:

- The postholder's own work only

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures

Job Report - ASSISTANT BOILER OPERATOR

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Adjust issued work sequences
- Planning/organising own work

Creativity

The level of innovation/creativity required is:

- Basic.....On an individual basis
- Adaptive/Limited.....As part of a Team

KNOWLEDGE

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Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Knowledge of a few repetitive tasks

Prior Experience

The post is an entry level post.

The postholder does not require any prior experience before entering the post.

Qualifications

The following minimum qualification is required for the post:

- Standard 8

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Operating equipment.....Basic
- Language skills.....Basic

No specific skills are required for the job from List 2.

Job Report - ASSISTANT BOILER OPERATOR

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily

The postholder has no additional contacts, as a requirement of their job.

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Routine
- Procedural information.....Routine

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politeness .....Daily
- Providing or obtaining information requiring simple explanation .....Daily

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Daily

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:



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Job Report - ASSISTANT BOILER OPERATOR

- Printing worker/workshop

List 2: The majority of work is carried out in:

- Hospital

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Standing.....Daily
- Walking.....Daily
- Climbing.....Daily
- Lifting or carrying heavy loads.....Daily

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Occasionally
- Week-end working.....Weekly

Hazardous Conditions

The postholder is exposed to the following hazardous conditions:

- Working at heights.....Daily
- Exposure to chemicals.....Daily
- Exposure to heavy or dangerous equipment.....Daily

(ASSISTANT BOILER OPERATOR)

Job Report - Boiler operator

RESPONSIBILITY

Human Resources

The postholder DIRECTLY manages the following staff:

- Semi-skilled manual..... 2

The postholder has the following authority over these staff:

- General supervision and/or appraisal
- Authorising work (quality control and final sign off)
- Technical advice and guidance
- Formal disciplinary authority
- Training/development
- Section management

The postholder is not required to manage staff indirectly.

The postholder is not required to manage any additional staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Ancillary (Cleaning equipment, hand tools etc)
- Service (Boiler room, switchboard etc)
- Technical (Laboratory equipment etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)
- Control of use by others

The value of the equipment described above is:

- Very Large - R(million+)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Maintenance Supplies

Job Report - Boiler operator

- Miscellaneous stores

The value of stores/livestock is:

- R thousands

The postholder's responsibility covers:

- Uses stores

Land & Buildings

The postholder does not have any responsibility for premises.

Autonomy

Core responsibilities of the job from List 1 are:

- Skilled manual
- General clerical/administrative
- Staff supervision

The postholder does not have any core responsibilities from List 2.

The structure of the job is best described as:

- Multi-tasked but mainly well-defined

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Standard
- Technical/policy to colleagues.....Standard
- Technical/policy to staff at a higher level.....Standard

The advice relates to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Moderate
- Own directorate.....Limited

The type and extent of the post's impact is:

- Provision of poor advice to senior managers/colleagues.....Moderate
- Impact on services provided to the General Public.....Extensive

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Job Report - Boiler operator

Work Errors

Significant risk of error in the post is due to:

- Complexity

The majority of errors would be detected:

- Within the section

The consequence of error is:

- Could involve time and or cost to correct

Errors are detected:

- Within the day

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Standard
- Procedural.....Standard
- Technical/professional.....Standard
- Department policy/strategy.....Routine

The information available to the postholder is:

- Partially incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information.....Frequently
- Analyse information and form conclusions.....Frequently
- Present results of analysis.....Sometimes

Job Report - Boiler operator

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

The following best describes the majority of conclusions made by the postholder:

- Standard

Problem solving that is subject to deadlines are:

- Immediate.....Frequent
- Daily.....Frequent
- Weekly.....Infrequent
- Monthly.....Infrequent

Planning

the postholder's planning impacts the following areas:

- The postholder's own work only
- Own section

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures
- Resource allocation

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Planning and prioritising the work of others
- Resolving most job problems with assistance (limited autonomy)
- Resolving job problems referred by others
- Authorising actions by others

Creativity

The level of innovation/creativity required is:

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Job Report - Boiler operator

- Basic.....On an individual basis
- Adaptive/Limited.....As part of a team

KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Knowledge of a limited range of work procedures

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Semi-skilled manual.....1-2 years

Qualifications

The following minimum qualification is required for the post:

- standard 8

Skills

The following specific skills are required for the job:

- Numeracy.....Basic
- Literacy.....Basic
- Operating equipment.....Basic
- Language skills.....Basic

No specific skills are required for the job from List 2.

COMMUNICATION

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Job Report - Boiler operator

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Monthly

The postholder has no additional contacts, as a requirement of their job.

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Standard
- Procedural information.....Standard
- Technical/professional.....Standard
- Relationship management.....Standard
- Department policy/strategy.....Routine

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politeness.....Daily
- Providing or obtaining information requiring simple explanation.....Daily
- Motivational skills.....Weekly

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily
- Routine reports.....Daily

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Printing worker/workshop

Job Report - Boiler operator

List 2: The majority of work is carried out in:

- Hospital

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Standing.....Daily
- Walking.....Daily
- Climbing.....Daily
- Lifting or carrying heavy loads.....Daily

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Occasionally
- Week-end working.....Weekly

Hazardous Conditions

The postholder is exposed to the following hazardous conditions:

- Working at heights.....Daily
- Exposure to chemicals.....Daily
- Exposure to heavy or dangerous equipment.....Daily

(Boiler operator )