

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER:

JOB TITLE : **Road Work Foreman**

CORE CODE :

POST LEVEL AND SALARY CODE : **5**

LOCATION :

POSTS REPORTS TO :

DATE OF APPOINTMENT :

B. JOB PURPOSE

To support and supervise road construction and maintenance work

C. KEY PERFORMANCE AREAS

(a) Support road construction and/or maintenance work through, *inter alia*, the following:-

- (i) construction of culvert and side drains
- (ii) erect and maintain steel guardrails and gabions
- (iii) construction of road earth and layer works
- (iv) clean and maintain roads, sidewalks and resting areas
- (v) surfacing and pothole patching
- (vi) road fencing and pipe laying
- (vii) setting of road markings/signs
- (viii) Install road signs and barricade the work area

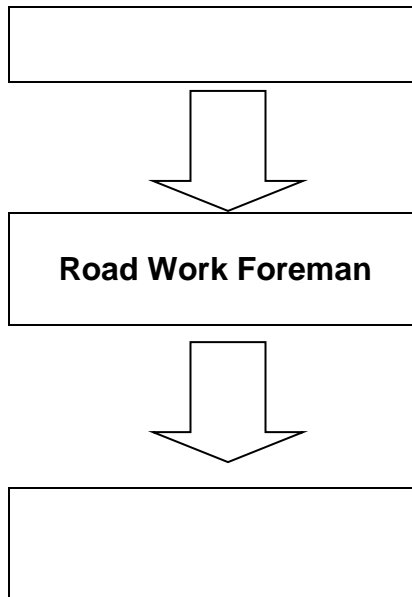
(b) Supervise activities in respect of road construction and/or maintenance work through *inter alia* the following:-

- (i) application of safety and precautionary measures
- (ii) conduct inspections
- (iii) exercise control over tools, supplies and other equipments
- (iv) allocate tasks and oversee work performance, and
- (v) maintenance of equipments
- (vi) co-ordinate the blading program

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND ORGANISATION STRUCTURE

NOTE:

This organizational structure serves as an **example only**. Each department or institution should design its organizational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.



E. INHERENT REQUIREMENTS OF THE JOB

Generic Competencies	Technical Competencies

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

F. APPOINTMENT REQUIREMENTS

Minimum appointment requirements

NQF level 3 (Grade 10 certificate or equivalent)
Three (3) years road work maintenance experience

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. 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.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan 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 incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: