

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

#### POST HOLDER:

**JOB TITLE** : **ROAD WORK SUPERITENDENT**

**CORECODE** :

**POST LEVEL AND SALARY CODE** : **8**

**LOCATION** :

**POSTS REPORTS TO** :

**DATE OF APPOINTMENT** :

### B. JOB PURPOSE

To co-ordinate the maintenance and construction of roads

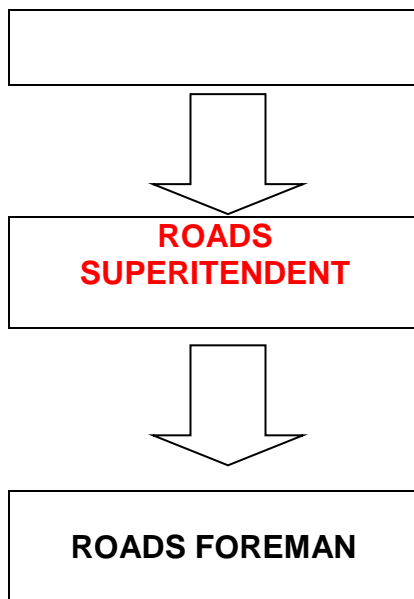
### C. KEY PERFORMANCE AREAS

1. Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads.
2. Develop maintenance schedules for assets (roads, plant, equipment, etc.)
3. Plan and prepare a weekly/monthly site programme
4. Manage contracted services, project management and final inspection for capital projects.
5. Provide technical advice on claims against the department
6. Monitor and check the quality of work done by contractors/ maintenance teams
7. Manage and develop staff

**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.



**D. INHERENT REQUIREMENTS OF THE JOB**

<b>Generic Competencies</b>	<b>Technical Competencies</b>
Job Knowledge	Computer Literacy
Communication	Planning and organisation
Interpersonal relations	Good verbal and written communication Skills
Flexibility	
Teamwork	
Accuracy	
Aptitude of figures	

- (a) Knowledge and understanding of record keeping and document management
- (b) Knowledge of MS Microsoft Suite (Microsoft Word, PowerPoint, Access and Excel)

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**

- (a) National Diploma or equivalent qualification at NQF level 6 in Civil Engineering or Construction Management.
- (b) Drivers 'licence
- (c) 6 years in road maintenance/ construction environment

## **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:**