

**JOB INFORMATION**

**1. INTERVIEW AND JOB DETAILS**

1.1. Interview details

Date of Interview	16-May-2017
Input Date	20-Aug-2017
Method of Info Collection	JE Cordination Process - Benchmark JD

1.2. Job details

Identifier	ID 14883
Job Title	Road Superintendent (JE Co-ordination process)
Department/Provincial Administration/Other Org.	Department of Public Service and Administration

1.3. Job evaluation summary

Benchmark Type: National	X
Public Service Benchmark	
Archive Job	No
Lock Job	No
Last Modified Date	28-Aug-2017
Modified By	Robert

1.4. Other

Score	474,13
Grade	8
Job Owner	Assistant System Administrator Role

**JOB PROFILE SUMMARY**

<b>2. Responsibility</b>	<b>7</b>
<b>3. Thinking Demands</b>	<b>6</b>
<b>4. Knowledge</b>	<b>5</b>
<b>5. Communication</b>	<b>5</b>

**6. Environment**

**3**

## 2. RESPONSIBILITY

### HUMAN RESOURCES

#### MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Basic manual 3
- Skilled manual 6
- Clerical 3

The postholder has the following authority over these staff:

- Allocate and check work
- Authorising work (quality control and sign off)
- Functional/technical advice and guidance
- Formal disciplinary authority
- Performance management and Development
- Section management (components lower than directorate)

#### MANAGE STAFF INDIRECTLY

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Semi-skilled manual 11 - 20

#### MANAGE OTHER STAFF

In addition to the above, the postholder is required to oversee or manage the following staff:

- Monthly 11 - 20 staff

### FINANCIAL RESOURCES

#### EXPENDITURE

The postholder has no responsibility for expenditure.

**INCOME**

The postholder has no responsibility for income.

**EQUIPMENT**

The postholder is responsible for the following equipment:

- Ancillary (cleaning equipment, hand tools, catering equipment etc)
- Office (PC, photocopier, data projectors, cell phones etc)
- Light vehicles (cars, vans, tractors etc)
- Heavy vehicles (AFVs, road construction equipment etc)

The nature of the involvement is:

- Use or shared use
- Ensure serviceability
- Control of use by others

The value of the equipment described above is:

R Millions

**STORES & LIVESTOCK**

The postholder is responsible for the following stores/livestock:

- Maintenance Supplies
- Miscellaneous stores
- Construction stores

The value of stores/livestock is:

R hundreds of thousands

The postholder's responsibility covers:

- Safekeeping and utilization of stores
- Issues stores
- Orders stores
- Manages stores

**LAND & BUILDINGS**

The postholder is responsible for the following premises:

- Roads and related infrastructure
- Construction Site

The scale of the premises is:

R millions

Responsibility of premises covers:

- Detect and report faults/ need for maintenance
- Repair and maintenance management

**AUTONOMY**

Core responsibilities of the job from List 1 are:

- Administration
- Employee supervision (e.g. first line supervision)

Core responsibilities of the job from List 2 are:

- Policy analysis/interpretation

The structure of the job is best described as:

Complex work content requiring frequent interpretation on related subject areas

**ADVISORY RESPONSIBILITY**

The postholder is required to provide the following advice:

- |   |          |
|---|----------|
| • Procedural advice                         | Advanced |
| • Technical/functional/operational advice   | Advanced |
| • Department policy/strategy                | Advanced |
| • Government/Public Service policy/strategy | Standard |

**IMPACT**

The postholder's work directly influences:

- |   |           |
|---|-----------|
| • Immediate working environment (e.g. own section)  | Extensive |
| • Wider work environment (bigger than immediate but | Moderate  |

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## Evaluate 2. Job Report

smaller than own directorate - e.g. own division)

- |  |         |
|--|---------|
| • Own directorate/chief directorate/branch                                 | Limited |
| • Own department   | Limited |
| • Other departments  | Limited |
| • Private sector organisations/Public Entities/International Organisations | Limited |
| • Local Government   | Limited |

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

- |   |          |
|---|----------|
| • Provision of advice to senior managers/colleagues | Limited  |
| • Impact on services provided to the General Public | Moderate |
| • Impact on departmental policy                     | Limited  |

### RISK OF ERRORS

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity

The majority of errors would be detected:

Wider working environment (e.g. bigger than immediate but smaller than directorate e.g. division)

The consequence of error is:

Significant impact, difficult to detect and/or would be costly to correct

Errors are detected:

Within a week

## 3. THINKING DEMANDS

### UNDERSTANDING JOB INFO

The job information received/issues considered usually concern:

Wide ranging but related subject areas

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

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- |   |          |
|---|----------|
| • Work instructions/guidance                    | Standard |
| • Procedural                                    | Standard |
| • Functional/operational/technical/professional | Complex  |
| • Department policy/strategy                    | Standard |
| • Government/Public Service policy/strategy     | Standard |

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         | Frequently |
| • Present results of analysis | Frequently |

## PROBLEM SOLVING

Assistance or advice available to the postholder includes:

- |  |               |
|--|---------------|
| • Referral to a more senior or experienced employee (does not refer to direct supervisor/manager only) | Almost Always |
| • Standing instructions or procedures  | Almost Always |
| • Functional/technical/professional standards/guidelines   | Almost Always |
| • Established precedents   | Almost Always |
| • Detailed policy guidelines (e.g. departmental policies)  | Almost Always |
| • Broad Policy (e.g. public service policy)  | Almost Always |

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

Range of options

Problem solving that is subject to deadlines are:

- |                            |            |
|----------------------------|------------|
| • Immediate                | Infrequent |
| • Within the day           | Infrequent |
| • Within the week          | Frequent   |
| • Within a month or longer | Frequent   |

**PLANNING**

Planning is guided by the following existing plans/precedents:

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

The postholder's planning impacts the following areas:

- The jobholder's own work
- Immediate working environment (e.g. own section)
- Wider working environment (bigger than immediate but smaller than directorate, own division)

**AUTHORITY**

The level of decision making required by the job is:

Interpretive decisions

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 job problems referred by others
- Authorising actions by others
- Recommend/decide on minor change
- Recommending actions requiring minor resource commitment
- Recommending minor changes to policy

**CREATIVITY**

The level of innovation/creativity required is:

Moderate



## **4. KNOWLEDGE**

### **BREADTH OF KNOWLEDGE**

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

Knowledge of a wide range of work procedures and/or processes

### **PRIOR EXPERIENCE**

The postholder requires the following experience before entering the post:

Skilled manual 6-10 yrs

### **QUALIFICATIONS**

The following minimum qualification is required for the post:

NQF level 6 (Diploma/Advanced Certificate)

### **SKILLS**

The following specific skills are required for the job:

- Numeracy Basic
- Literacy Basic
- Driving Basic
- Operating equipment Intermediate
- Computer literacy Basic
- Language skills Basic
- Project management Basic

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

## **5. COMMUNICATION**

### **RANGE OF CONTACTS**

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

- Co-workers Daily
- Supervisors Daily

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• Supervisees (own staff)	Daily
• Management	Weekly
• Senior Management	Monthly
• Other Departments	Occasionally
• Local government officials	Monthly
Additional contacts are:	
• Private Sector organisations/public entities	Weekly
• General public	Occasionally

### CONTENT OF COMMUNICATION

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

• General Information	Standard
• Procedural information	Standard
• Functional/operational/technical/professional	Complex
• Department policy/strategy	Standard
• Public Service policy/strategy	Standard

### 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
• Providing or obtaining information requiring difficult explanation	Monthly
• Motivational skills	Monthly
• Influencing skills	Monthly
• Formal presentation/facilitation skills/public speaking	Occasionally

### WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

• Routine notes/memos/letters	Daily
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2. Job Report**

- Routine documents Weekly
- Standard documents Monthly
- Complex documents Monthly

**6. ENVIRONMENT**

**PHYSICAL ENVIRONMENT**

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:

- Prolonged use of computer Weekly
- Driving Weekly

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

- Additional hours Weekly
- Weekend/shift working Monthly
- Travel on business outside normal hours Weekly
- Working away from base (overnight) Monthly

**HAZARDOUS CONDITIONS**

The postholder is exposed to the following hazardous conditions:

- Close proximity to traffic Occasionally
- Law enforcement (dangerous situations)/military operations Occasionally

