

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Date of Interview 17-Nov-2016
Input Date 23-Aug-2017
Method of Info Collection JE Co-ordination process - Benchmark JD

1.2. Job details

Identifier ID 15078
Job Title Road Work Foreman (JE Co-ordination process)
Department/Provincial Administration/Other Org. Department of Public Service and Administration
Job Description Road Worker Foreman (JD).doc

1.3. Job evaluation summary

Benchmark Type: X
Departmental

Public Service Benchmark

Archive Job No
Lock Job No
Last Modified Date 28-Aug-2017
Modified By Robert

1.4. Other

Score 341,64
Grade 5
Job Owner Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility 5
3. Thinking Demands 5

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**Evaluate
1. Job Summary**

- 4. Knowledge 3**
- 5. Communication 3**
- 6. Environment 3**

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Semi-skilled manual 15

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

MANAGE STAFF INDIRECTLY

The postholder is not required to manage staff indirectly.

MANAGE OTHER STAFF

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

- Daily/Weekly 1 - 5 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)

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- 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
- Construction stores

The value of stores/livestock is:

R hundreds of thousands

The postholder's responsibility covers:

- 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
- Maintenance and Repair

AUTONOMY

Core responsibilities of the job from List 1 are:

- Skilled manual (e.g. artisan)
- 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:

Procedural - Work content straightforward but requires some interpretation

ADVISORY RESPONSIBILITY

The postholder is required to provide the following advice:

- | | |
|---|----------|
| • Procedural advice | Standard |
| • Technical/functional/operational advice | Standard |
| • Department policy/strategy | Basic |

IMPACT

The postholder's work directly influences:

- | | |
|---|-----------|
| • Immediate working environment (e.g. own section) | Extensive |
| • Wider work environment (bigger than immediate but smaller than own directorate - e.g. own division) | Moderate |
| • Own directorate/chief directorate/branch | Limited |
| • General public | 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 | Limited |
| • Impact on public service policy | Limited |

RISK OF ERRORS

Significant risk of error in the post is due to:

- Tight deadlines

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- High work volumes

The majority of errors would be detected:

Immediate working environment (e.g. section)

The consequence of error is:

Could involve time and/or cost to correct

Errors are detected:

Within a day

3. THINKING DEMANDS

UNDERSTANDING JOB INFO

The job information received/issues considered usually concern:

A single subject area

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

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

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- 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:

Limited 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)

AUTHORITY

The level of decision making required by the job is:

Discretionary 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

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:

Semi-skilled manual 3-5 yrs

QUALIFICATIONS

The following minimum qualification is required for the post:

NQF level 3 (Intermediate 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

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 |
| • Supervisees (own staff) | Daily |
| • Management | Monthly |
| • Senior Management | Occasionally |

Additional contacts are:

- | | |
|--|--------|
| • Private Sector organisations/public entities | Weekly |
| • General public | Weekly |

CONTENT OF COMMUNICATION

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

- | | |
|---|----------|
| • General Information | Standard |
| • Procedural information | Standard |
| • Functional/operational/technical/professional | Standard |
| • Department policy/strategy | Routine |
| • Public Service 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 | Daily |
| • Influencing skills | Monthly |

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

- Routine notes/memos/letters Daily
- Routine documents Daily
- Standard documents Monthly

6. ENVIRONMENT

PHYSICAL ENVIRONMENT

The postholder is subject to the following hostile or violent situations:

- Physical threats Occasionally

The postholder is not subject to any traumatic situations.

PHYSICAL DEMANDS

The following physical demands are made on the postholder:

- Standing Weekly
- Driving Weekly
- Operating heavy equipment Weekly

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

- Additional hours Monthly
- Weekend/shift working Monthly
- Travel on business outside normal hours Monthly

HAZARDOUS CONDITIONS

The postholder is exposed to the following hazardous conditions:

- Close proximity to traffic Weekly
- Exposure to harmful substances (chemicals, fume, toxins, dust etc) Monthly
- Exposure to heavy or dangerous equipment Weekly