

## JOB INFORMATION

### 1. INTERVIEW AND JOB DETAILS

#### 1.1. Interview details

Input Date 21-Aug-2017  
Method of Info Collection JE Co-ordination - Benchmark JD

#### 1.2. Job details

Identifier ID 14917  
Job Title Road Worker - Benchmark JD  
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 04-Feb-2020  
Modified By Mokgalapa

#### 1.4. Other

Score 193,32  
Grade 3  
Job Owner Assistant System Administrator Role

## JOB PROFILE SUMMARY

<b>2. Responsibility</b>	<b>3</b>
<b>3. Thinking Demands</b>	<b>3</b>
<b>4. Knowledge</b>	<b>1</b>
<b>5. Communication</b>	<b>2</b>
<b>6. Environment</b>	<b>2</b>



## **2. RESPONSIBILITY**

### **HUMAN RESOURCES**

The postholder is not required to manage 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)
- Heavy vehicles (AFVs, road construction equipment etc)

The nature of the involvement is:

- Use or shared use
- Ensure serviceability

The value of the equipment described above is:

R Hundreds of thousands

#### **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

**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:

- Maintenance and Repair

**AUTONOMY**

Core responsibilities of the job from List 1 are:

- Basic manual

The structure of the job is best described as:

Few well defined tasks

**ADVISORY RESPONSIBILITY**

The postholder is required to provide the following advice:

- |   |       |
|---|-------|
| • Procedural advice                       | Basic |
| • Technical/functional/operational advice | 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:

- |   |          |
|---|----------|
| • Impact on services provided to the General Public | Moderate |
|---|----------|

**RISK OF ERRORS**

Significant risk of error in the post is due to:

- Tight deadlines
- 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:

Immediately

**The system's assessment is... Level 3**

**3. THINKING DEMANDS**

**UNDERSTANDING JOB INFO**

The job information received/issues considered usually concern:

A single activity area

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

- Work instructions/guidance Routine
- Procedural Routine
- Functional/operational/technical/professional 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 or experienced employee Almost Always  
(does not refer to direct supervisor/manager only)
- Standing instructions or procedures Almost Always

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

Standard

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

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:

Defined decisions

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

- Planning/organising own work

### **CREATIVITY**

The level of innovation/creativity required is:

Limited

**The system's assessment is... Level 3**

## **4. KNOWLEDGE**

### **BREADTH OF KNOWLEDGE**

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

Knowledge of a few repetitive tasks

**PRIOR EXPERIENCE**

**QUALIFICATIONS**

The following minimum qualification is required for the post:

NQF levels 1 and 2 (General Certificate /Elementary Certificate)

**SKILLS**

The following specific skills are required for the job:

- |                       |              |
|-----------------------|--------------|
| • Numeracy            | Basic        |
| • Literacy            | Basic        |
| • Operating equipment | Intermediate |
| • Language skills     | Basic        |

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

**The system's assessment is... Level 1**

**5. COMMUNICATION**

**RANGE OF CONTACTS**

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

- |                     |              |
|---------------------|--------------|
| • Co-workers        | Daily        |
| • Supervisors       | Daily        |
| • Management        | Monthly      |
| • Senior Management | Occasionally |

Additional contacts are:

- |                  |       |
|------------------|-------|
| • General public | Daily |
|------------------|-------|

**CONTENT OF COMMUNICATION**

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

- |                          |         |
|--------------------------|---------|
| • General Information    | Routine |
| • Procedural information | Routine |

- Functional/operational/technical/professional 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 Occasionally

**The system's assessment is... Level 2**

## 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:

- Standing Daily
- Walking Daily
- Operating heavy equipment Weekly

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

- Additional hours Occasionally

### 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) Occasionally



**Road Worker - Benchmark JD**

**Evaluate  
2. Job Report**

- Exposure to disease or infection

Occasionally

**The system's assessment is... Level 2**

