



## **UMSOBOMVU MUNICIPALITY: PERSONNEL ADVERTISEMENTS**

Umsobomvu municipality, servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitable qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

**Post:**                    **Building Inspector / Land Use Management Officer**

**Qualifications:**        Grade 12; National Building Diploma (NQF 5) as required by the National Building Regulations, Three to five years' experience in a local government environment will be an advantage, Code EB (08) driver's license. Experience in the administration of land use management will be an added advantage.

**Salary:**                    R 231 769.00 to R 255 885.00 per annum plus normal benefits applicable to local government.

**Experience:**    Computer Literacy. Ability to communicate in two or more of the local official languages. Relevant debtors and general accounting experience (2-3 years), working knowledge of Abacus/Vista financial systems.

**Job Purpose:** Coordinates sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in regulations and Town Planning Schemes with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.

### **Key Functions :**

#### **Building Inspections**

Visit specific work-sites and conduct inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, specifications and statutory regulations (National Building Regulations and SABS codes of practice); Undertake specific inspections at various stages of construction to check tolerances, compaction, etc., and compares findings with stipulated specifications/ requirements; Measure and ensure conformity to specifications of screen walls, openings and interior angles and arches; Check the use of protective materials and layers to prevent water penetration, cracks etc.; Evaluate and comment on the adequacy of supporting structures, ventilation and waste water drainage systems; Inform the Chief Inspector on issues of non-compliance/ problems on site; Inform the Chief Inspector on illegal constructions and/or encroachments and aesthetics of buildings

#### **Building Plan Approvals and Recordkeeping**

Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing; Peruse through the submitted plan and identify deviations in specifications, estimation, calculations and positioning of proposed construction on site taking into account access to services, elevation, etc. and referring to specific building codes; Verify design and structural details to determine applicability and conformity to specifications; Approve building plans and forwarding to relevant departments for further comments and processing; Issue necessary approval certificate; Maintain

and control the filing system for approved and outstanding building plans according to laid down procedures to facilitate access and retrieval

### **Administration**

Complete details on statutory forms and notices, verify and approve content and submit for verification prior to circulation; Collate information from field reports, inspections and contractual documentation for inclusion into management reports; Complete investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/ pending outcomes; Prepare and present investigational reports; Provides direction to contractors/ departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments; Provide assistance to the public and builders with enquiries regarding building plan specifications, requirements and regulations; Administer the issuing of summonses; Maintain own vehicle log sheets

### **Land Use Management**

Conduct inspections and check / investigate applications as received and circulate to necessary directorates; Conduct inspection with regard to land use applications received; Check building plans and site development plans and complaints from public; Investigate newly reported land use problems; Conduct investigations and general inspections to identify illegal land uses or transgressors with regard to land use issues; Consult with developers, consultants, Councillors, employees and the general public with regard to town planning issues; Provide advice to stakeholders on site on the necessary changes that need to be made to adhere to legislation; Attend meetings (formal and informal) to discuss land use issues; Respond and resolve queries through telephonic discussions and letters of feedback; Write reports and motivations on land use issues and inspections conducted. Preparation of and advertising of land use applications.

### **Application Instructions:**

A comprehensive CV together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X 6, **Colesberg**, 9795 before or on 15 June 2018 at close of business. No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.



**A.C. MPELA**  
**MUNICIPAL MANAGER**

Notice Nr. 30/2018

Date: 29 May 2018