



02 October 2018

CIRCULAR TO THE INDUSTRY

JOB GRADING FOR ABNORMAL LOADS DRIVERS & EXTENDED BARGAINING UNIT EMPLOYEES

With reference to the two circulars dated 02 March 2018 and 04 April 2018 respectively, please find additional information:

1. Council issued a circular dated 02 March 2018, referred to above. Subsequently there were concerns raised by the industry relating to absence of job descriptions and possible unintended anomalies, in respect of the grading outcome for the position of Abnormal Loads Driver.
2. Accordingly, Council withdrew the grading of Abnormal Loads Driver by issuing a circular dated 04 April 2018. The Council has since considered concerns raised and resolved that the job grading for this position remains grade B4 and B5.
3. Please note that the results of the job evaluation conducted found that certain companies require an incumbent to perform additional responsibilities to the core job benchmark resulting in more complexity of the job. Hence, there are two grades for those positions. As a result, job descriptions of such positions are included below:

<u>Category/ Position</u>	<u>Patterson Grade</u>	<u>Minimum Monthly Wage</u>
Abnormal Loads Driver	B4	R 8 873.00
	B5	R 10 841.00
Generic job description of an Abnormal Loads Driver category relates to driving extra heavy motor vehicles with a gross vehicle weight of 150 000 kg or more.		
<u>Job Description:</u> <ul style="list-style-type: none"> • Ensure timely and safer delivery of consignments to specified delivery points. • Perform pre and post vehicle inspection to ensure mechanical, safety, and emergency equipment is in good working order. 		

- Confirm the size and the measurements of the consignment upon loading.
- Ensure complete loading and offloading of the consignment with no damages either on the vehicle or the goods.
- Ensure timely and safe loading of the consignment in accordance to specified safety standards and national road traffic regulations.
- Record and update travel sheet upon on arrival and departure.
- Ensure vehicle is clean and safe to operate at all times.
- Acts as face of company and sign-off on paper work at client premises.
- Comply with company and policies and customer site rules and regulations.

Complexity of the position and additional responsibilities as stated below will result in this position being graded at B5

- *Assists in conducting routine maintenance checks on the truck, as such requiring basic training and competency in mechanics.*
- *Assesses hi-up load (weight of freight, etc.) and install correct slings (quarterly colour coded) and shackles to suit load.*
- *Attaches red flags to all relevant sides of the truck in line with road legislation, if load protrude pass load area.*

<u>Category/ Position</u>	<u>Patterson</u>	<u>Minimum Monthly Wage</u>
Administrator /Branch Administrator	<u>Grade</u>	
	B4	R 8 873.00
	B5	R 10 841.00

Job Description:

Under limited supervision, provides support for functional groups i.e. finance, operations, including a wide variety of specialised clerical functions.

Involved in compiling and arranging data, making computations, laying out and preparing reports, processing documents and maintaining specialised and comprehensive records and filing. Sets up and prepares reports. Resolves discrepancies and may communicate with a variety of administrative and professional employees within and outside the company.

Complexity of the position and additional responsibilities as stated below will result in this position being graded at B5

- *Minute taking.*
- *Managing petty cash.*
- *Reconciling of receipts and invoices.*
- *Sourcing of quotations from suppliers, e.g. stationery and/ or consumables.*
- *Organising and coordinating all requisition activities for purchase requirements.*

<u>Category/ Position</u>	<u>Patterson</u>	<u>Minimum Monthly Wage</u>
Receptionist	<u>Grade</u>	
	B2	R 8 102.00
	B3	R 8 793.00

Job Description:

Receives visitors to the organisation, determining their needs and directing them accordingly. Answer general queries and directs them to the relevant personnel or department. May be responsible for a switchboard for a small branch office. Contributes towards the image of the Company.

Duties:*Effective management of reception*

- Arrange access control for visitors.
- Courteous and appropriate reception of visitors,
- Maintenance of neat and orderly reception area.
- Co-ordination of mail, deliveries and courier parcel.

Switchboard management

- Courteous, timely and appropriate answering and screening of telephone calls.
- Taking of accurate and complete messages, delivered timeously.

Administration

- Data capturing – as and when required.
- Filing of all reports, proof of maintenance repair slips.

Complexity of the position and additional responsibilities as stated below will result in this position being graded at B3

- *Responding to general inquiries by providing requested information pertaining to company operations.*
- *Maintain appropriate levels of office supplies, stationary, office equipment including printers and photocopiers as well as First Aid kit.*
- *Manage and dispatch stationery to staff as per order requirements.*
- *Performing secretarial and clerical functions (e.g. copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations*

<u>Category/ Position</u>	<u>Patterson</u>	<u>Minimum Monthly Wage</u>
Junior Controller / Junior Inventory Controller	<u>Grade</u>	
	B4	R 8 873.00
	B5	R 10 841.00

Responsible for the overall control of stock and ensures that stock levels are maintained within authorised parameters. Ensures that there is sufficient stock to meet forecasted demand at the agreed service level. Ensures the accuracy of the stock-holding by means of a planned cycle counting program.

Tasks include

- Cycle counts & stock counts according to SOP.
- Maintain Cycle Count Report.
- Ensure stock is recounted if variances identified.
- Ensure stock queries are resolved timeously.
- Ensure all discrepancies in terms of product condition, product codes and quality. are escalated to the operations or inventory manager.
- Ensure stock in is right location within the warehouse.
- Assist with stock takes and reconciliations.
- Maintain the condition of stock.
- Preparation of reports such as:
 - Month to date report,
 - Variances and reconciliations reports;
 - Damages and lost in transits

Complexity of the position and additional responsibilities as stated below will result in this position being graded at B5

- *May have supervisory responsibilities.*
- *Communicating with and responding to Suppliers queries.*

4. Kindly be advised that the Driver Trainer and Administrative Clerk positions only have one grade.

<u>Category/ Position</u>	<u>Patterson</u>	<u>Minimum Monthly Wage</u>
Driver Trainer	<u>Grade</u>	
	C1	R 14 387.00

Job Description:

- Conduct classroom training, on-road training and driver recruitment assessments in line with TETA and company requirements, in order to ensure that all truck and

professional drivers employed by the organisation meet performance standards and requirements.

- Assist in the identification, selection and recruitment of drivers for the organisation in accordance with company policies and procedures;
- Facilitate pre-employment assessment of Truck drivers; and conduct pre-assessment meetings;
- Preparation of learner guide documentation and training material and scheduling of training interventions;
- Deliver accredited driver training programmes (classroom and on-road training) for new and existing professional drivers;
- Facilitate training and assessment of learners after training as well as remedial training;
- Evaluate driver's application of knowledge, skills and attitudes acquired in training into the workplace;
- Collate, analyse and report on training feedback and statistics;
- Conduct and mark relevant assessments on professional drivers which include: classroom assessment, benchmark assessments (short route and long route) and reverse testing;
- Conduct pre-route assessments to help identify risks and hazards and where necessary, assist in planning of the routes;
- Maintenance of filing system and accurate capturing of training records;
- Report on all training interventions and submit documentation (incl. attendance registers, Learner documentation and learner assessment documentation) on a monthly basis;
- Keep up with new and existing transport regulations, guidelines and policies.

<u>Category/ Position</u>	<u>Patterson</u>	<u>Minimum Monthly Wage</u>
Administrative Clerk	<u>Grade</u>	
	B3	R 8 793.00
<u>Job Description:</u> Under general supervision, performs a limited variety of clerical duties for functional groups involving compiling and arranging data, making standard computations, processing and coding documents and maintaining records and files. Routines are generally prescribed and supervision is readily available.		
<u>Duties include activities include, but no limited to:</u> <ul style="list-style-type: none"> • Data capturing, opening of physical files and filing. • Capturing other data on Microsoft Excel. • Processing invoices on an accounting software. • Checking and reconciling of stock. • Accounts receivable, posting invoicing on the system. 		

- Copying and performing simple calculations and maintaining records.
- Extract reports from the system and month end submissions.
- Communicate with customer on their queries telephonically and on email on price verifications, exchanges and returns and special orders.
- Preparation of reports.
- Assist with general office administration

5. As stipulated in the industry circular of 02 March 2018, the effective date for the implementation of the minimum wages of the above job categories was **01 September 2018**, with the exception of the Abnormal Loads Driver.
6. The implementation date for the minimum wages with respect to the Abnormal Loads Driver is **01 October 2018**.
7. **Please note that the minimum wages are specific for the positions indicated in this circular.**
8. Should you require any assistance please do not hesitate to contact your local Designated Agent.

Yours sincerely

Musa Ndlovu

National Secretary

(This document has been sent electronically and is therefore not signed)