

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CARPENTER/JOINER HOUSING MAINTENANCE

COMP ID 007168

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2.HEALTH:

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must:

- (a) Have a reasonable standard of education sufficient to enable him/her to perform the job efficiently and effectively
- (b) Have served a recognised apprenticeship in Carpentry/Joinery and documentary evidence in support of that, to the satisfaction of the Local Authority
- (c) Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.
- (d) Hold a current safe pass card

Desirable:-

- (a) Have relevant experience in working in local authority housing or domestic housing installations or similar.
- (b) Each candidate to have a satisfactory working knowledge of experience of:
 - Computer based systems
 - Safety, health and welfare at work
 - Basic computer skills

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

PARTICULARS OF THE POSITION

1. Applications on the official form are invited from suitably qualified candidates who wish to be considered for inclusion on a panel from which appointments to the above mentioned position may be made. The panel formed will be used to fill permanent and/or temporary vacancies.

2. **WAGES:**

€619.99 – €725.46

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Wages shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

4. **HOURS OF WORK**

The person appointed will work a five (5) day thirty-nine (39) hour week.

The post-holder will be required to work a 39-hour week; Monday to Thursday 8:00am to 4:30pm and Friday 8:00am to 3.30pm. Lunch Break is 30 minutes.

The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked.

The post-holder may be required to work overtime depending on work requirements and be available to respond to call-outs outside of normal working hours at the request of the area Supervisor or persons appointed to positions of authority. Where possible the post-holder will be notified in advance. Overtime will be paid at approved rates.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

There shall be a period after such appointment takes effect during which such person shall hold office on probation;

Such period shall be one year but the Chief Executive may, at her discretion, extend such period;

Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Carpenter/Joiner is 24 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The person employed will be required to carry out all the duties allotted to him/her by the County Council through its Housing Maintenance Manager and supervisory staff, relative to the repair and maintenance of the Council's dwellings and buildings, and related services and any other such duties that may be assigned to him/her from time to time.

To arrange the supply of materials necessary for maintenance or repair work and to keep appropriate records of same.

To maintain stock levels as required in any council vehicle.

To carry out such work of a manual inspection or clerical nature as may be assigned from time to time.

To carry out surveys of installations and provide reports as required.

To drive such council transport as required.

He/she will keep and furnish such records and reports relating to his/her duties as directed by the Council's Housing Maintenance Manager and/or supervisory staff.

8. LOCATION & RESIDENCE

The Housing Maintenance Section is located at Bracken Road, Sandyford Industrial Estate, Dublin 18.

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RETIREMENT AGES:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

10. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00 PM on Tuesday 4 July 2017**. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certified of evidence of postage from the appropriate postal authority.

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

Dun Laoghaire Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities