

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

LITTER WARDEN
(COMP. I.D. 007068)

QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

Each Candidate must be of good health. The successful candidate may be required to undergo and pass a medical examination before appointment.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Each candidate must, on the latest date for receipt of completed application forms must:-

- (a)** have attained a good standard in general education;
- (b)** be highly motivated
- (c)** possess good inter-personal skills and the ability to develop good working relationships with staff and local communities.
- (d)** possess the ability to handle work with difficult people in difficult situations

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PARTICULARS OF THE POSITION

1. The office is permanent, whole-time and pensionable.

2. **WAGES:**

€638.93 (min) - €683.08 (max) per week

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.

The salary 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 rotated to include weekend work.

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

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) 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. UNIFORM

The person appointed will be required to wear a uniform, including a luminous safety vest, and all other appropriate Personal Protective Equipment (which will be supplied by the Council) at all times when on duty, unless otherwise authorised by the County Council.

7. DRIVING LICENCE

Each Candidate must have a Full Driving Licence – Class B, free from endorsement.

8. USE OF EQUIPMENT

The successful candidate may be required to drive a van/car/motorcycle in the course of his/her duties and operate a two-way radio and/or mobile telephone as required. All these Council vehicles may have the Council logo and Department screen printed on both sides of vehicle, and “Litter Warden” sign. These vehicles are the responsibility of the County Council and will be left at the close of the business hours, (i.e. 4.30pm Mon – Thur, and 3.30pm Fri) at a Council Depot, County Hall or whatever Council building/compound as appropriate, for collection again next morning no later than 8.00am.

9. USE OF MODERN TECHNOLOGY

The successful candidate will be required to use all equipment provided, including computers, hand held computers, electronic equipment, video or other monitoring equipment and any other new technology, which may be introduced in the future.

10. ANNUAL LEAVE

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

11. DUTIES

The Person appointed will be:-

1. Required to carry out the duties allocated to him/her by the County Council under the direction and supervision of the Senior Executive Officer, Infrastructure and Climate Change Department, or the person delegated by the Senior Executive Officer, Infrastructure and Climate Change Department, relative to the enforcement of :-
 - a) The Litter Pollution Act;
 - b) Dún Laoghaire-Rathdown County Council Litter Management Plan;
 - c) Casual Trading Act, 1995;
 - d) Dún Laoghaire-Rathdown County Casual Trading Bye-Laws;
 - e) Dún Laoghaire-Rathdown County Beach Bye-Laws;
 - f) Dún Laoghaire-Rathdown County Parks Bye-Laws;
 - g) Bye Laws for the Prevention and Control of Litter 2009;
 - h) Bye Laws for the Storage, Presentation and Collection of Household and Commercial Waste 2009;
 - i) Waste Management Act, 1996 and associated regulations;
 - j) Roads Act, 1993;
 - k) and any other existing or subsequent legislation, Bye-Laws or directives relative to the enforcement of the environmental objectives of the County Council, including matters relating to the Control of Dogs Act 1986 and Regulations made thereunder.

- l) The enforcement of the foregoing legislation will require the issuing of fines (including hand delivering on the spot fines to individuals in a public place, to companies and individuals on the street).
2. The person appointed will be required to report regularly to the Infrastructure and Climate Change Department in County Hall and/or any alternative offices/sub-offices/depots as may be designated.
3. The person appointed will be required to prepare and serve warning notices etc. when required.
4. The person appointed will be required to attend court to give evidence when required.
5. The person appointed will be required to prepare and present all relevant material in Court.
6. The person appointed will be required to keep and furnish records and reports and compile relevant statistics etc. relating to his/her duties as directed by the appropriate supervisory officer/or the person delegated by the Senior Executive Officer.
7. The person appointed will be required to analyse progress, set targets and make recommendations for future actions and carry out such duties as may be assigned to him/her from time to time.
8. The person appointed will attend after-hours waste management and environmental functions of the County Council and facilitate and/or liaise with tenants'/residents' groups and estate management fora, as required and develop and maintain a working relationship with other agencies or groups, (i.e. Garda Síochána), on the issue of anti-litter, Waste Management, etc.
9. The person appointed may be required to attend Schools, Road Shows and community/residents groups and participate in campaigns to promote Environmental Awareness.
10. The person appointed will be required to work in co-operation with any agency, organisation or statutory body, as directed by the Senior Executive Officer, Infrastructure and Climate Change Department or the person delegated by the Senior Executive Officer, in the operation of their duties.
11. The person appointed will be responsible for receiving and also the distribution/delivery of materials relevant to the operations of the Department.
12. The person appointed will be required to collect illegally dumped material, remove illegal signage, from all areas including Bring Banks/Bottle Banks/Recycling Centres. This waste to be disposed of at official authorised sites as agreed.
13. The person appointed will be required to commence duty at 8am and may be required to report for instructions at such time and place notified to him/her by the appropriate supervisory officer.
14. The Person appointed will be required to carry out the duties set out above throughout the administrative county of Dún Laoghaire-Rathdown County Council and may be required to attend meetings etc. in any other area outside the county as directed.

12. LOCATION & RESIDENCE

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.

13. 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.

14. 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 **4.00pm on Thursday 6 April 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***