

DUN LAOGHAIRE-RATHDOWN COUNTY COUNCIL
Comhairle Chontae Dhun Laoghaire-Rath an Duin

ASSISTANT FOREMAN - PARKS (OPEN)
(COMP. I.D. 008389)

QUALIFICATIONS

Applications on the official form are invited from qualified persons who wish to be considered for inclusion on a panel from which Permanent and Temporary appointments may be made as Assistant Foreman – Parks Section, Municipal Services Department.

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.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

It is essential that each candidate must:

- a. Have a good standard of general education;
- b. Have ability to manage depot staff, students and contractors operating within his/her area of management and be competent in their supervision and be able to demonstrate this;
- c. Have the ability to keep records, write clear reports and perform satisfactorily the clerical duties attached to the post;
- d. Be a competent driver with a clean category B full driving license free from endorsements;

It is desirable that each candidate shall:

1. Have satisfactorily completed The National Diploma in Horticulture at the National Botanic Gardens, Horticulture College or equivalent qualification;
2. Be capable of performing the duties of Assistant Foreman Parks to a satisfactory level and be able to so demonstrate;
3. Have the ability to deal with the public;
4. Be flexible. Flexibility required – staff might have to work in other depot areas if required;

5. Have good organisational skills;
6. Be capable of dealing satisfactorily with outside bodies, residents associations, public representatives etc.;
7. Have a good knowledge of mechanical Plant including the Agricultural Tractor and Ancillary Equipment;
8. Have the ability to oversee and implement a programme of works and/or significant landscape project undertaken by direct labour or outside Contractors or a combination of these;
9. Be prepared to use Information Technology and be able to so demonstrate this;
10. Hold a current safe pass card;
11. Have a good knowledge and understanding of environmental issues and be familiar with relevant legislation;
12. Have a good knowledge of health & safety awareness & relevant legislation.

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PARTICULARS OF THE POSITION

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

2. WAGES:

The weekly wage rate for the position of Assistant Foreman - Parks is:

€797.67; €806.56; €810.92; €815.66; €820.14; €822.52; €824.76; €827.07;
€829.41; €833.07; €835.90; €842.77.

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 dependent 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 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.

RETIREMENT:**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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

4. HOURS OF WORK

Applicants will be required to work a 39-hour week, Monday to Friday. They will have to work overtime as required. He/she must work as required on Saturdays, Sundays and Public Holidays for which payment at the appropriate rate will be made.

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. ANNUAL LEAVE:

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

7. DUTIES:

The duties shall be such as shall be assigned by the local authority from time to time, and shall include the duty of deputising for the Foreman Gardener when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

The person employed will carry out all his/her duties under the direction of the Council's Parks Supervisory staff. His /her duties may vary depending on department requirements including:-

- A. Supervise, motivate and direct Depot staff assigned to them in line with Work Programmes set out by the Council and in compliance with current Health & Safety Legislation;
- B. Ensure staff they supervise are fit to work, wear the required personal protective equipment for the tasks to be carried out and that the Assistant Foreman take appropriate action immediately when these requirements are not met;
- C. Instruct and Supervise contractors working on behalf of the Council as required
- D. Operate the Council's CRM system in accordance with Parks Section requirements;
- E. Operate in accordance with current best practice requirements in relation to the activities that staff carry out and adhere to the objectives of the Council's Tree Policy, Play Policy and other such documents;
- F. Assist the Foreman Gardener in compiling the depots Annual Programme of Works, Annual Tree Care Programme, Tree Works Tender Schedules & Specifications, and other such documents which are required from time to time;
- G. Propagation and cultivation of plants and for the layout, care, upkeep, maintenance and control of all grounds, structures, buildings within the parks inclusive of gardens and open spaces;
- H. Checking complaints/works and where required, submitting written reports in relation to same.
- I. Such other duties as may be assigned to him/her from time to time;
- J. He/she may be required to drive a Council vehicle in the course of his/her duties and also use a mobile phone.
- K. The person appointed may be required to work (overtime) after normal hours as and when required subject to the provisions of the Organisation of Working Time Act 1997 for which payment at appropriate rate will be paid

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

8. 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.

9. 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.
- iv. Completed applications, on the official form, should be e-mailed to careers@dlrcoco.ie not later than **4pm on Thursday 24th October 2019**. Applications received after this date will not be considered.

- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **4pm on Thursday 24th October 2019.**

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 committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.