

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CHARGEHAND GARDENER (OPEN)
(COMP. I.D. 008388)

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 Chargehand Gardener – Park 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 satisfactorily completed The National Diploma in Horticulture at the National Botanic Gardens, Horticulture College or equivalent qualification;
- b. Be a competent driver with a clean category B full driving license free from endorsements;
- c. Have the ability to keep records, write clear reports and perform satisfactorily the clerical duties attached to the post;
- d. Have the ability to work on own initiative, in an independent environment and without constant supervision
- e. Have ability to supervise staff and students and be able to demonstrate this;
- f. Have satisfactory knowledge and experience in the maintenance of parklands, sportsgrounds, amenity and biodiversity areas
- g. Have good knowledge of the cultivation of plants, both outdoor and under glass, as well as a good knowledge of decorative gardening
- h. Have experience in the use and care of tools, machines and appliances used in the maintenance of parks and gardens

It is desirable that each candidate shall:

- i. Have the ability to deal with the public;
- j. Be flexible. Flexibility required – staff might have to work in other depot areas if required;
- k. Be prepared to use Information Technology and be able to so demonstrate this;

- l. Hold a current safe pass card;
- m. Have a good knowledge and understanding of environmental issues and be familiar with relevant legislation;
- n. 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 Chargehand Gardener is:

€763.91; €772.33; €776.34; €781.15; €785.15; €787.56; €789.56; €791.97; €793.97;
€797.58; €800.38; €806.80

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

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

The remuneration shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive remuneration) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is 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 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:

A Chargehand Gardener, Parks and Landscape Services Division, will be required to work 39 hours per week, including working on Saturdays, Sundays and Public Holidays. He/she will be required to respond promptly to any and all emergencies arising throughout the Parks and Landscape Services Division.

The holder of the position may also be required to work outside his/her assigned hours of duty. Payment for such work would be made at the appropriate rate.

5. UNIFORMS/PROTECTIVE CLOTHING:

As a condition of employment, the holder of the post will be required at all times when on duty to wear such uniforms/protective clothing as are specified from time to time by the County Council.

6. 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.

7. ANNUAL LEAVE:

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

8. DUTIES:

The duties of the Chargehand Gardener shall include:

- maintaining the highest standards of horticultural presentation in parks, gardens and public spaces;

- supervising the staff, equipment and any other resources allocated by the line supervisor;
- supervising maintenance and/or improvement works in accordance with health and safety requirements.

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.

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 other officers of the local authority when required. The duties shall also include such duties as may be assigned in relation to the area of any other local authority.

9. 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.

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.

- 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 of 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.

<p>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.</p>
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