

DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Ráth an Dúin

INSPECTOR (BUILDING CONTROL) - OPEN COMPETITION
(COMP. I.D. 008368)

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, on the latest date for receipt of completed application forms;

- (i) (a) hold a degree in Engineering or Architecture or an equivalent professional qualification;

Or

(b) hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council;

Or

(c) in the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisor experience of building work, including housing;

- (ii) have an adequate knowledge of civil engineering works or of building construction;
- (iii) be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;

- (iv) have a satisfactory knowledge of the surveying, levelling and setting out of works.

It is desirable that the ideal candidate would:

- (i) Have an in-depth knowledge of Building Regulations, Building Control Regulations, Construction Products Regulations and the Planning and Development (Licensing of Outdoor Events) Regulations 2001.
- (ii) Have a satisfactory knowledge and understanding of the statutory and legal framework, national policy and current thinking within Building Control.
- (iii) Demonstrate a sound understanding of investigatory methods and enforcement tools available to make appropriate judgements and decisions, using the available regulatory tools.
- (iv) Have proficient computer skills, including the use of laptops and tablets.
- (v) Possess excellent interpersonal and communication skills and have the ability to engage and work in partnership with staff at all levels, contractors, professional consultants, members of the public, councillors etc.
- (vi) Have the ability to work on his/her own initiative, in an independent environment and without constant supervision.
- (vii) Have excellent knowledge and awareness of current Health and Safety legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

DÚN LAOGHAIRE - RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire-Rath an Dúin

INSPECTOR (BUILDING CONTROL)
OPEN COMPETITION (008368)

PARTICULARS OF THE POSITION

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

2. **SALARY:**

€47,588 - €48,736 - €50,122 - €52,725 - €54,279- €56,213 (1st LSI) - €58,157 (2nd LSI)

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

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

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 Inspector (Building Control) is **30** days per annum in accordance with Department of Housing, Planning and Local Government Circular LG(P) 07/2011.

7. DUTIES

The duties of the Building Inspector include, but are not limited to, the following:

- a) Administration and implementation of the Building Control Acts 1990 to 2014, Building Regulations 1997-2017, and other legislation with regard to validation, assessment, inspections and prosecutions under the legislation;

- b) Inspections and reporting in relation to taking in charge and completion of developments
- c) Assessment of Disability Access Certificate applications under the Building Control Acts 1990 to 2014;
- d) Carrying out targeted and risk-based inspections to ensure compliance with the Building Regulations 1997-2017 and producing associated reports;
- e) Inspection of buildings & lands and building and development works whether complete or in course of construction to determine compliance with appropriate legislation relating to the built environment and/or for taking in charge purposes
- f) Complete reports and small design projects along with surveying and completion of as constructed drawings using AutoCad and related Microsoft GIS applications.
- g) The furnishing of technical reports on these matters.
- h) Attendance at courts and oral hearings to prove the written reports.
- i) The preparation of surveys and plans illustrating and supporting such reports.
- j) Moving non-compliant situations quickly into compliance.

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 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 subparagraph (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 emailed to careers@dlrcoco.ie and reach Human Resources, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than 4pm on Thursday 17th 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 17th October 2019**. **An automated reply will be delivered to the applicant by return.**

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.

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.