

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Supervising Inspector (Water) Open and Confined (Comp. I.D. 007208)

QUALIFICATIONS

1. **Character**
Candidates shall be of good character.
2. **Health**
Be in such a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.
3. **Education, Training, Experience, etc:**
Each candidate must:-
 - (a) have a good standard of general education;
 - (b) have proven ability to use initiative and judgement;
 - (c) have at least 5 years' experience in Local Authority Operations or in the Construction Industry
 - (d) be able to write clear and concise reports;
 - (e) have the ability to supervise workgroups.
 - (f) be able to read maps and drawings and prepare sketch maps;
 - (g) have a full driving licence Category B free from endorsements
 - (h) Be computer literate including the ability to use word processor, spreadsheet and databases computer packages;
 - (i) Possess a thorough knowledge of health and safety legislation and its implications for the workplace;

In addition, it is desirable that candidates:

- (a) Have a sound knowledge of general construction, Water Operations and Networks and Drainage Operation and Networks.
- (b) have experience of preparing estimates for works
- (c) Have good verbal and written communication skills.
- (d) work well in a team
- (e) Have successfully completed the Signing, Lighting and Guarding at Roadworks course
- (f) Have successfully completed the LUGS (Location of Underground Services) Course

JOB SPECIFICATION

- 1.** The office is wholetime, permanent and pensionable.

Persons who become pensionable employees 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 employees 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 employees 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.

- 2. SALARY:**

€45,849 – €46,954 – €48,289 – €50,797 – €52,294 –

1st LSI €54,157 - 2nd LSI €56,031

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. DUTIES:**

Successful candidates may be appointed to the position of Supervising Inspector, Water Services.

Persons appointed will be required, subject to the control and direction of the Senior Engineer, Water Services or his nominee:

- (a) To carry out all the duties allocated to them in relation to the provision of water services, including the maintenance of written, computer and photographic records as required.
- (b) To remain familiar with best practice, current legislation and with Council policies in relation to the relevant aspects of Water Services provision and to implement these.
- (c) to co-ordinate and supervise a team of Water Services Inspectors (Water Supply, Drainage/Wastewater or Leakage/Metering Inspectors as allocated)
- (d) to investigate and write reports on queries relating to the water or drainage network
- (e) to ensure that all staff under their control keep and furnish such records and reports relating to the duties as directed;
- (f) to drive a vehicle in the course of their duties and operate a two-way mobile radio;
- (g) use a mobile phone/Smart Phone and any future upgrade, provided by Council in the course of their duties;
- (h) to be available after hours and on weekends to attend to out-of-hours operational problems
- (i) to undertake training and to participate in training courses for staff under his/her control, in conjunction with the Area Engineer, Senior Executive Engineer and Training Officer
- (j) To comply with and ensure implementation of Health & Safety legislation and best practice
- (k) to carry out such other duties as may be assigned from time to time;
- (l) He/she will be required to co-operate fully with the implementation of new technology in his/her area of operation, including attendance at training courses.
- (m) to prepare estimates for works to be carried out;
- (n) to order materials/goods/plant as required
- (o) to use a range of computer equipment in the course of their duties;
- (p) to use the Handheld units (including Maximo, Click and Syclo systems) as required;
- (q) To liaise with the Area Engineer and Foreman in relation to the daily allocation of work tasks to the work crews.

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 Supervising Inspector (Water Services) is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. 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.

8. RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

9. RECRUITMENT:

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

- i. Selection of candidates for appointment shall be means of a competition based on an interview conducted by or behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- 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.

Completed applications, on the official form, should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4pm on Thursday 3rd of August 2017.** Applications received after this date will not be considered.

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.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

The successful candidate(s) will be subject to Garda Vetting prior to appointment.

Candidates maybe shortlisted based on the information provided on their application form.

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 of written communication or otherwise, to canvass 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