



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

CANDIDATE INFORMATION BOOKLET

CLERK OF WORKS (TEMPORARY) – 3 YEAR SPECIFIC PURPOSE CONTRACT (COMP 010556) GLENAMUCK DISTRICT ROAD SCHEME

**CLÉIREACH OIBRE (SEALADACH)-CONRADH SAINCHUSPÓIREACH 3 BHLIAIN
(U.A. AN CHOMÓRTAIS 010556) SCÉIM BÓITHRE CEANTAR GHLEANN NA MUC**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON 9th NOVEMBER 2023**

GLENAMUCK DISTRICT ROADS SCHEME

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of Clerk of Works (temporary) for the construction and supervision of the Glenamuck District Roads Scheme contract.

DESCRIPTION OF SCHEME

The Glenamuck District Roads Scheme comprises of the following elements:

- The Glenamuck District Distributor Road (GDDR); approximately 890 metres of four lane dual carriageway and 660 metres of two-lane single carriageway road which will connect the existing R117 Enniskerry Road with the Glenamuck Road / Golf Lane Roundabout
- The Glenamuck Link Distributor Road (GLDR); approximately 1800 m of two-lane single carriageway road which will connect the new Glenamuck District Distributor Road with the existing Glenamuck Road, Ballycorus Road, Barnaslingan Lane and Enniskerry Road
- Upgrades to the Glenamuck Road between its interface with the proposed GLDR and the existing 'Golden Ball' junction
- Construction / upgrade of eight signalised junction
- Surface water drainage including a new collection and conveyance surface water network, interception drainage, culverts, a 12m span beam bridge and a number of significant attenuation ponds and associated flow controls
- Installation of Irish Water Foul sewer (up to 525mm) and Watermain infrastructure (up to 355mm Outside Diameter) and modifications to existing Irish Water assets
- Accommodation works for various landowners including boundaries, service provision and service diversions, demolition of temporary structures, provision of parking and landscaped areas
- Installation of HV ducting (110KV and 220KV) to Eirgrid specifications to facilitate future undergrounding/future HV services
- Associated earthworks, public lighting, boundary treatments, traffic signal civil works, retaining walls, landscaping, signs, road markings, provision of new utilities and diversion/protection of existing utilities and other miscellaneous works

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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 they are appointed, to undergo at their 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, ETC:

Each candidate must -

(i) (a) hold a degree in Engineering or Architecture;

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 supervisory 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;

The candidate **must** also:

- Have at least 5 years experience of site supervision of contract works, including drainage and public utility works, road construction and reinstatement, temporary traffic management, control of Roadworks, in situ reinforced concrete structures;
- Be proficient in the use of computers in relation to document handling and production of reports
- Have no less than 10 years satisfactory experience and satisfy the Local Authority that he/she has adequate experience of a type, which would render them suitable to perform satisfactorily the duties of the office for which he/she is a candidate

- Hold a current unendorsed full driving licence (Category B) as they will drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority. Their motor insurance policy must indemnify the Council.
- Possess a thorough knowledge of health and safety legislation and its applications in the workplace
- Hold a valid current SAFE PASS card
- Have extensive experience of supervision and monitoring of road construction including in-situ reinforced concrete structures, compliance with contract drawings and good Quality Control.
- Have knowledge of modern methods of construction.
- Have a high degree of personal judgement and technical skill with good interpersonal and communication skills and able to engage positively with onsite staff, Council work-teams, tenants and the general public.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract.

4. EXPERIENCE

Each candidate must satisfy the local authority that he/she has had adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which he/she is a candidate.

In the context of key duties and responsibilities for the post of Clerk of Works, the ideal candidate will demonstrate the following knowledge, skills and experience :

- Have extensive experience of supervision and monitoring of construction including new build, maintenance and refurbishment works for the purposes of Quality Control, compliance with contract drawings and good building standards.
- Have experience in the inspection of dwellings, buildings and civil engineering works and subsequent preparation of technical reports, remediation strategies and schedules of work to be used for tender purposes.
- Have a knowledge of modern methods of construction and advanced energy standards.

KEY COMPETENCIES / CLERK OF WORKS

At interview, candidates will be assessed under the following competencies using some/all the indicators listed:

Management and Change

- Develop and maintain positive, productive and beneficial working relationships
- Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation
- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own work and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Delivering Resources

- Plan and prioritise work and resources effectively
- Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate

Personal Effectiveness

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Keeps up to date with the qualifications and knowledge necessary for the role
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff, consultants, contractors and senior management
- Encourages open and constructive discussions around work issues
- Presents information clearly, concisely
- Collaborates and supports colleagues to achieve organisational goals

Technical Knowledge/Skills

- Demonstrate an ability to supervise and monitor building construction (including maintenance and refurbishment works) to completion stage
- Have a good knowledge and understanding of building construction generally; a practical understanding of The Building Control (Amendment) Regulations 2014 (BCAR), Construction Technology, Renewable Energy Technology, Fire Safety and Building Energy Performance
- Have a good knowledge and understanding of the various elements of building construction including the civil engineering and mechanical / electrical, renewable technologies, installation of services / utility infrastructure, fire safety and construction for the purposes of Quality Control and compliance with contract drawings and good building standards
- Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace and to construction sites in particular
- Have a working knowledge of site surveying and setting out of works

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PARTICULARS OF THE POSITION

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

A panel may be formed from which temporary vacancies may be filled.

2. **SALARY:**

Salary Scale:

€53,345 - €54,618- €56,168 - €59,086 - €60,828 – €52,994 (1st LSI) - €65,172 (2nd LSI) (Rate at 01/10/23)

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

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 35 hours per week. Candidates will be expected to work site/contractors hours.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority within the public service Ireland 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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at their 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 Clerk of Works is **30** 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 may be assigned to the Clerk of Works and may include some or all of the following: -

The Clerk of Works shall be part of a site-based team responsible for supervision of the construction stage of the Blackglenn Road Improvement Scheme contract and shall perform duties allocated on site by the Senior Resident Engineer/Employer's Representative.

These duties may include supervision of reinforced concrete structures, culverts and associated drainage, traffic management, workmanship, materials quality and testing, checking lines, levels and layouts of the works to ensure conformity with the drawings and works requirements. The duties will also include monitoring of works progress, operation of the certification procedure and other general document management. These duties are to be carried out in compliance with relevant Health & Safety Regulations.

The carrying out of these duties will also include close liaison with the Local Authority and utilities. On site, the Clerk of Works will operate under the direction of and report to the Senior Resident Engineer/Employer's Representative.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

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 them 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. Dún 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. Please note that the interview will be done **online**. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Clerk of Works as outlined above.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. 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.
- iv. 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.
- v. An applicant who withdraws their 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 Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dun Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dun Laoghaire Rathdown County Council and your employment will cease with immediate effect.
- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and also on condition of satisfactory references.
- For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their 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 they are seeking.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 9th November 2023**. Applications received after the closing time and date will not be accepted.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act