



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

**BUILDING INSPECTOR CLERK OF WORKS MECHANICAL – PERMANENT WHOLETIME (COMP 010588)
CIGIRE TÓGÁLA CLÉIREACH OIBRE MEICNIÚIL – BUAN LÁNAIMSEARThA (COMÓRTAS 010588)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY THE 23RD OF NOVEMBER 2023**

JOB DESCRIPTION

Dun Laoghaire-Rathdown County Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which vacancies for **Building Inspector Clerk of Works Mechanical** may be filled.

BUILDING INSPECTOR CLERK OF WORKS MECHANICAL COMPETENCIES:

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

Management and Change
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Demonstrate an ability to supervise and monitor the work of contractors (including maintenance and installation works) to completion• Have a good knowledge and understanding of the various types of heating systems in domestic properties to ensure they can oversee the installation, repair and maintenance of the systems in the Council's housing stock• Have a good knowledge and understanding of renewable technologies, the 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

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QUALIFICATIONS

1. CHARACTER:

Each candidate 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, EXPERIENCE ETC:

Each candidate must –

- a) A good standard of education
- b) Training and a qualification in a relevant building/maintenance (mechanical) discipline at degree, technician, professional or craft level
- c) Experience of supervision or management within the construction industry and/or experience in the mechanical maintenance of public buildings or local authority housing
- d) Good knowledge of modern building and maintenance technology, conservation technology and building services
- e) Have an adequate knowledge of building construction
- f) An ability to use initiative and judgement
- g) Be capable of writing clear and concise reports, keeping works records, measuring and recording of variations from the contract, and reading drawings
- h) Have adequate experience to enable him/her to perform the duties of the post efficiently in the installation, repair and maintenance of mechanical equipment including the following:

Gas central heating installations
Oil central heating installations
Domestic plumbing installations
Mechanical/ventilation systems
Air to Air and Air to Water heat pumps
Heat recovery unit's
Residential District Heating systems

- i) Have adequate experience in the control and supervision of contractors and direct labour work force staff
- j) Candidates must be a holder of a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

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 they are a candidate.

PARTICULARS OF OFFICE

1. The office is wholetime, permanent and pensionable.

2. **SALARY:**

€ 53,345 - € 54,618 - € 56,168- € 59,086 - € 60,828- € 62.994 (1st LSI), € 65,172 (2nd LSI) Rates as at the 1st October 2023.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & 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 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 services which they are required by or under any enactment to perform

3. **SUPERANNUATION CONTRIBUTIONS:**

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. 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;
- b) Such period shall be **one year**, but the Chief Executive may, at his 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.

5. 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.

6. DUTIES:

The duties shall be such clerical/administrative duties as may be assigned to the employee from time to time by Dún Laoghaire Rathdown County Council. They 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.

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

1. Supervising the repair of Council dwellings and any other Council properties
2. Control and supervision of all staff/contractors under his/her control and checking/certification of times sheets
3. Receiving maintenance requests
4. Preparing and issuing works orders
5. Requisitioning materials and plant
6. Co-ordinating weekly/daily work strategy
7. Preparing and registering completion returns
8. Preparing of snag lists
9. Inspections and reports
10. Disciplinary matters
11. Provide emergency call out after hours services
12. Meeting and liaising with contractors, Board Gais officials, ESB officials etc.
13. Investigation of complaints and accident reports
14. The person appointed will be required to drive a motorcar or motorcycle in the course of his/her duties.
15. The person holding the office will be required to work such hours as may be assigned from time to time and may be required to work outside the normal hours of duty without additional payment.
16. He/she will be required to carry a mobile phone at all times including outside normal working hours and be on call.
17. The successful candidate will be required to use all equipment provided, including computers, electronic equipment, video or other monitoring or signalling equipment, and other new technology, which may be introduced in the future.
18. Co-operate fully with the implementation of new technology in their areas of operation.
19. Maintain a daily work diary, recording decision, events, appointments and staff/contractor details
20. Be available for meetings with tenants' groups, resident associations, estate management meetings, regarding maintenance issues subject to the normal reporting relationships.
21. Attend all relevant training courses. This will include training courses in the technology area and courses relating to personal training and development.
22. Co-operate and participate in any future restructuring within the local authority service, subject to local consultation.
23. Carry out work in all local authorities for which the Chief Executive is responsible and any other organisations, agencies, etc., with which agreements have been entered into.

24. Undertake such functions of an inspection and/or enforcement nature as are necessary to enable local authorities to discharge their functions within their area of responsibility.
25. The supervision of new heating installations and or replacement of existing systems.
26. Any other duties assigned by the Maintenance Manager or other authorised officer

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 office are to give the local authority and

- (a) such other 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 mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional officer, such planning services of an advisory, administrative, supervisory or executive nature 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 including the duty of assisting the Director of Services or other authorised officer, as appropriate, in the supervision of the planning and cognate services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

7. LOCATION AND 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 you to any of its functional areas or any premises in use by the Council, now or in the future subject to reasonable notice.

8. 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 behalf of the Local Authority. The interview will be competency based and marks will be awarded under the skill sets identified for the position of Building Inspector Clerk of Works Mechanical as outlined above.
- ii. DLRC 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 interviews to fill vacancies that may arise.** The successful candidate(s) may be assigned as required to any of the Council's Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.
- 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. Any claim in relation to the late receipt of application forms will not be entertained.

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 23rd 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