



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

PLUMBER - HOUSING MAINTENANCE – OPEN - COMPETITION ID 011169

PLUIMÉIR – COTHABHÁIL TITHE – OSCAILTE - UIMHIR AITHEANTAIS AN CHOMÓRTAIS 011169

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY THE 27th JUNE 2024**

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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

Each candidate must on the latest date for applications:

- (a) Have a reasonable standard of education sufficient to enable them to perform the job efficiently and effectively
- (b) Hold a QQI (FETAC) Level 6 Advanced Certificate Craft (Plumbing) or equivalent recognised qualification and have completed a recognised apprenticeship in plumbing and be a fully qualified craftsperson.
- (c) After obtaining qualifications, candidates should have satisfactory Plumbing experience
- (d) Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.
- (e) Hold a current Safe Pass Card

Desirable:

- (a) Have relevant experience in working in local authority housing or domestic housing installations or similar.
- (b) Each candidate to have a satisfactory working knowledge of experience of:
 - Computer based systems
 - Good awareness of Health and Safety legislation and issues in the workplace
 - Basic computer skills

Required Skills, Experience and Knowledge:

Candidates will demonstrate through their application form and at the interview that they possesses the following skills and attributes:

- excellent communication and interpersonal skills
- ability to use initiative and judgement
- ability to use technology
- a high level of technical competence relative to the requirements of the post
- the capacity to contribute to and work well in a team
- Report writing and record keeping

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PARTICULARS OF THE POSITION

1. Applications on the official form are invited from suitably qualified candidates who wish to be considered for inclusion on a panel from which appointments to the above-mentioned position may be made. The panel formed will be used to fill permanent and/or temporary vacancies.

2. WAGES:

€759.89 per week up to €879.56 per week (incremental scale), rate effective 01/06/2024

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

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.

Wages 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 / 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 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 / employees 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 is linked to the State Pension age which is currently 66 but may be subject to change.

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

The person appointed will work a five (5) day thirty-nine (39) hour week.

The post-holder will be required to work a 39-hour week; Monday to Thursday 8:00am to 4:30pm and Friday 8:00am to 3.30pm. Lunch Break is 30 minutes.

The Council reserves the right to alter the number of hours worked each day/each week and/or the times at or the days on which the hours are to be worked. The post-holder will be given as much notice as is reasonably practicable of any change in the schedule of hours worked.

The post-holder may be required to work overtime depending on work requirements and be available to respond to call-outs outside of normal working hours at the request of the area Supervisor or persons appointed to positions of authority. Where possible the post-holder will be notified in advance. Overtime will be paid at approved rates.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority in 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 Plumber 24 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The person employed will be required to carry out all the duties allotted to them by the County Council through its Housing Maintenance Manager and supervisory staff, relative to the repair and maintenance of the Council's dwellings and buildings, and related services and any other such duties that may be assigned to them from time to time.

DUTIES SHALL INCLUDE THE FOLLOWING:

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor. In particular the successful candidate will, under the direction of the relevant supervisor or other authorised person, be required to:

- Co-operate with their supervisors in the operation of various works programmes by taking a flexible approach to the range of assigned works to be undertaken from time to time as well as any other appropriate duties that may be assigned to them.
- They will keep and furnish such records and reports relating to their duties as directed by the Council's Housing Maintenance Manager and/or supervisory staff.
- To arrange the supply of materials necessary for maintenance or repair work and to keep appropriate records of same.
- To maintain stock levels as required in any council vehicle.
- The candidate may be required to drive a Council vehicle in the course of their duties and to use whatever mode of communication is provided.
- To carry out such work of a manual inspection or clerical nature as may be assigned from time to time. The candidate may be required to work out of hours as part of the Council's emergency on call response service.
- Operate any existing technology and any new technology pertinent to their duties which may be introduced in the future.
- Participate in mandatory Health and Safety training and all other training as required.

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.

8. LOCATION & RESIDENCE

The Housing Maintenance Section is located at Ballyogan Depot, Ballyogan Road, Dublin 18. The successful applicant may be required to work in any other sections of the Council and locations/depots.

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. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview.

- 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 reference

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on 27th June 2023.**

Note Re Canvassing:

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

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.