



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

CANDIDATE INFORMATION BOOKLET

**RESIDENT ENGINEER – 3-YEAR SPECIFIC PURPOSE CONTRACT
(COMPETITION ID 011209)**

**INNEALTÓIR CÓNÁITE -CONRADH SAINCHUSPÓIREACH 3 BLIANA
(U.A. AN CHOMÓRTAIS 011209)**

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE
12 NOON ON THURSDAY 18TH JULY 2024**

INFRASTRUCTURE IMPLEMENTATION TEAM

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of Resident Engineer (temporary) to join an infrastructure implementation team. This team will be responsible for the construction and supervision of a variety of capital projects within the County. These contracts may run concurrently.

Appointment will be for a 3 year period, which may be extended on assessment of the outstanding workload on the projects at that time.

DESCRIPTION OF SCHEMES

The Infrastructure and Climate Change Department is responsible for the delivery of a variety of capital projects (including Active Travel Schemes within the County). A number of large scale infrastructure schemes that are progressed through to detailed design and DLR is preparing to appoint a contractor for the construction period. Schemes include:

- Taney Road to N11 <https://www.dlrcoco.ie/news/public-consultation/taney-road-n11-active-travel-route>
- DLR Central - <https://www.dlrcoco.ie/news/public-consultation/dlr-central-going-part-8>
- Living Streets: Blackrock, Coastal Mobility Route, Dun Laoghaire <https://www.dlrcoco.ie/living-streets-dun-laoghaire>
- <https://www.dlrcoco.ie/active-travel/living-streets-blackrock-village>
- <https://www.dlrcoco.ie/environment-climate-change/active-travel/living-streets-coastal-mobility-route>
- Sandyford Business District Active Travel Scheme

The programme also includes schemes that are in development that, if approved, would move to construction. These include:

- DLR Connector <https://www.dlrcoco.ie/active-travel/dlr-connector>
- Cabinteely Greenway <https://www.dlrcoco.ie/environment-climate-change/active-travel/cabinteely-greenway>
- Blackrock Dart to Park Active Travel Scheme

A number of these schemes are valued at over €10m and it is currently programmed that these will progress to site in 2024 and 2025. The construction duration varies but in general schemes will take between 1 and 2 years to complete.

In order to deliver the construction of these projects DLR is establishing an implementation team of resident engineer staff. These staff would be responsible for the management of the construction phase of the scheme. It is envisaged that this team would work across a number of construction schemes including managing more than one scheme concurrently (of various scales) and/or moving between projects as they are completed to deliver the network. Resident Engineers will be responsible for the day to day management of the construction phase of projects. They will report to a Senior Resident Engineer or directly to the Project Resident Engineer who will lead the section.

These projects contain different construction elements including:

- Surface water drainage construction including, SuDS, interception drainage, attenuation ponds and associated flow controls
- Road surfacing, kerbing, path works and other paving elements
- Installation of Irish Water infrastructure 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 service ducting e.g. fibre, traffic signal, public lighting etc
- 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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RESIDENT ENGINEER/INNEALTÓIR CÓNAITE
3 YEAR SPECIFIC PURPOSE CONTRACT – COMPETITION ID 011209

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

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering
- (b) have at least five years satisfactory relevant engineering experience
- (c) possess a high standard of technical training and experience
- (d) possess a high standard of administrative experience.

Each candidate must also:

- (a) Be capable of writing clear and concise reports.
- (b) Be proficient in the use of IT in relation to document handling and production of reports.
- (c) Have satisfactory knowledge of public service organisation.
- (d) Hold a current unendorsed full driving licence (Category B) for the duration of their contract 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.
- (e) Be a holder of a current SAFEPASS card.
- (f) All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract.

3. EXPERIENCE:

Each candidate must be able to demonstrate a good ability in the following areas:

- Delivery of civil engineering infrastructure projects, including the following:
 - Contract administration
 - Cost control
 - Be capable of writing clear and concise reports – keeping work records and measuring and recording of all variations from the contract
 - Assisting with the assessment of variations, claims, contractor submissions and payment applications
 - Working within urban environments
 - Engagement with landowners / stakeholders
 - Liaison with other members of Resident Engineer's team
- Demonstrate a record of good project management skills resulting in successful project delivery
- Be familiar with European and National procurement rules and processes, the Capital Works Management Framework and the Public Works Contracts
- Possess a good working knowledge of health and safety legislation
- Have a good understanding of Conditions of Contract and works specifications
- Have good knowledge and experience of civil engineering measurement and materials quality control
- Be computer literate and proficient in the use of surveying equipment;
- Have direct experience of project team work
- Be self-motivated with a record of demonstrating initiative in a workplace environment
- Have good judgement and problem-solving skills
- Have good verbal and written communication skills
- Have the ability to receive and act on feedback given

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned
- be suitable on grounds of character
- be suitable in all other relevant respects for appointment to the post concerned, candidates, if successful, will not be appointed to the post unless they agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

KEY COMPETENCIES / RESIDENT ENGINEER

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

COMPETENCY	BEHAVIOURS
Delivering Quality Outcomes and Ensuring Compliance	<ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties; • Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively; • Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks; • Critically evaluates outcomes and processes used to achieve them; • Is aware of and understands relevant legislation, regulations and policies; • Refers to relevant professional documents as required.
Communicating Effectively	<ul style="list-style-type: none"> • Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills; • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience; • Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication; • Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance; • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Managing Resources	<ul style="list-style-type: none"> • Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste; • Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives; • Ensures best value and efficiency in service delivery; • Intervenes in a timely manner if work activities go over budget; • Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively; • Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.
Knowledge and Understanding of Local Government	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of local government; • Demonstrate knowledge and understanding of the legislative and policy environment in which they are operating.

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Infrastructure Implementation Team

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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 range from €72,892 to €81,794 as determined by the Council. (Rate as at 01/06/2024)

A taxable allowance in the range of €3,900 - €7,800 per annum as determined by the Council will also be payable to cover day to day travel and subsistence arising in the course of the employment.

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

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 site hours but minimum 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 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 his/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 Resident Engineer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

The Resident Engineer shall be a site-based team member and be responsible for supervision of a number of concurrent construction contracts and shall perform duties allocated as follows:

- Act as Resident Engineer for the Infrastructure Implementation Team
- Responsibility for Contract Administration of projects on site
- Responsibility for staff direction and task delegation
- Reporting to Employer's Representative /Local Authority / Funding Authorities
- Liaison with the Local Authority and Utilities
- Site meetings

- Public relations including attendance at business / DLR / residents' meetings.
- Weekly and monthly reports to Employer's Representative and Local Authority
- may include some or all of the areas, as set out in Section 4 Experience

The above list 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 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 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 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 may be online or in person. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Resident Engineer 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.

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 18th July 2024**. 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