



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

DRIVER – SHIFT – HARBOUR/TIOMÁNAITHE - SHIFT - CUAN

PERMANENT WHOLETIME (COMP ID 011288)

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON THURSDAY 1ST AUGUST 2024**

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DRIVER – SHIFT – HARBOUR/TIOMÁNAITHE - SHIFT - CUAN

PERMANENT WHOLETIME (COMP ID 011288)

QUALIFICATIONS

Applications on the official form are invited from qualified persons who wish to be considered for inclusion on a panel from which **Permanent** or **Temporary** appointments may be made as Driver- Shift – Harbour for positions as they arise.

1. CHARACTER:

Each candidate shall be of good character.

2. HEALTH:

Each candidate must be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.

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.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application form:

- Hold a current full Class B Driving Licence free from endorsements. Candidates may be required to undergo a driving assessment before being considered for driving duties.
- Have reached a good standard of general education as will enable them to perform satisfactorily the duties of the post;
- Have previous driving experience

Each candidate will demonstrate through their application form and at interview, that they:

- Have good communication and interpersonal skills.
- Are -Self-motivated with a record of demonstrating initiative and ability to use judgement in a work place environment.
- Have the capacity to contribute to and work well in a team.
- Have sufficient knowledge and understanding of Health & Safety requirements.
- Have flexibility in terms of working hours as the duties can involve working outside of normal hours as required.
- Have driving experience.
- Have experience driving/operating plant & Equipment.

It is desirable that successful candidate would:

- Hold a valid Safe Pass Card prior to taking up duty.

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DRIVER - SHIFT - HARBOUR
(CONFINED COMP. I.D. 011288)

PARTICULARS OF THE POSITION

1. The office is wholetime, permanent and pensionable.

2. WAGES – HOURLY RATE:

€20.52; €20.59; €20.67; €20.72; €20.78; €20.86; €20.93; €20.99; €21.07; €21.14; €21.23; €21.33; €21.42

Rates as at 1st June 2024.

Entry point to this scale will be determined in accordance with Circulars issued by the Department Housing, Planning 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.

An eating on site and travel allowance will also be applicable.

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. UNIFORM/PERSONAL PROTECTIVE EQUIPMENT (PPE):

As a condition of employment, the holder of the post will be required, at all times when on duty, to wear such uniform and /or items of personal protective equipment as are specified from time to time by Dun Laoghaire Rathdown County Council.

4. 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 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.

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;
- 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.

6. HOURS OF WORK

The Driver – Shift- Harbour , Dun Laoghaire Rathdown County Council, will be required to work as part of a Rota as outlined below

The rota is based on a continuously revolving week, with the period of time taken to return to the same week being 8 weeks, i.e. if a shift starts on a Thursday it will take 8 weeks before this working week comes around again. The rota will be based on a 4 days worked, 4 days off scenario. Under this proposal the following should be noted.

It is intended that anybody on the shift arrangement will not be required to work more than 4 days in a row.

Each shift group will work 4 days on and 4 days off.

In each 8 week period, there will be an average of 39 hours worked per week

In each 8 week period, there will be an average of 3.5 days worked per week

The following hours are worked on the following days:

11 hour day

- Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday

12 hour day

- Friday

The following are the working hours each day:

11 hour day

- 7am to 6.30pm

12 hour day

- 7am to 7.30pm

In each 8 week period, there will be 4 Saturdays and 4 Sundays worked

In each 8 week period, there will be 3 full weekends off.

If a staff member is unable to attend work, an annual leave day can be used to facilitate this. Swapping between various staff members in the different shift groups will not be allowed.

The full rota is shown below with the two separate shift groups highlighted in different colours.

7 day rota							
	shift 1						
	shift 2						
	thur	fri	sat	sun	mon	tues	weds
week 1	11	12	11	11	11	11	11
week 2	11	12	11	11	11	11	11
week 3	11	12	11	11	11	11	11
week 4	11	12	11	11	11	11	11
week 5	11	12	11	11	11	11	11
week 6	11	12	11	11	11	11	11
week 7	11	12	11	11	11	11	11
week 8	11	12	11	11	11	11	11

7. ANNUAL LEAVE

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Dún Laoghaire Rathdown County Council’s holiday year runs from 1st January to 31st December. As the arrangement has an average of 3.5 days per week the holiday entitlement will be 17.5 working days per annum which is equivalent to 5 weeks @ 3.5 days per week annual leave

Prior authorisation is essential before annual leave is taken. The granting of annual leave at any particular time is always subject to the requirements of the council and all annual leave is liable to suspension during periods of exceptional pressure. The final decision in allocating leave rests with Management.

8. DUTIES:

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, which will include but are not limited to:

- a) Driving a lorry/van or any Council vehicle (as assigned) and General Operative duties;

- b) Carrying out operational/ manual work at the instruction of supervisors, which is likely to involve working outdoors and at times in adverse weather conditions;
- c) Carrying out works with the crew;
- d) General maintenance of the vehicle (including washing, fuelling, wheel replacement and so on) on a regular basis, or as required;
- e) Carry out daily vehicle checks as per Road Safety Authority (Commercial Vehicle Roadworthiness) (Vehicle Maintenance and Repair regulations 2013);
- f) Have due regard to Health, Safety and Welfare at Work legislation;
- g) Loading of vehicles and operation of any lifting equipment and so on;
- h) Operating equipment, tools and machinery as required;
- i) Assuming personal responsibility for own safety at work;
- j) Working collaboratively with other staff;
- k) Operate existing technology and any new technology that may be introduced in the future and recording daily operations on such systems (for example vehicle log book data entry or daily vehicle check via smartphone or tablet);
- l) Keeping records relating to their duties as directed by the supervisory staff;
- m) Dealing effectively and courteously with customers
- n) Comply with all Council policies and procedures in all aspects of their work with/on behalf of the Council;
- o) Any other duties appropriate to the grade of Driver or General Operative that may be assigned from time to time;
- p) Submit motor claim accident reports to the Harbour Foreman / Engineer within 24 hours of any incident occurring;
- q) Maintain a vehicle log book, recording details of all journeys undertaken by the vehicle they are driving;
- r) Ensure qualifications such as CPC courses, Health and Safety courses, Safe Pass and other training skills are updated as required;
- s) The post holder may be assigned to any Directorate or work location, from time to time, as determined by Management.

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 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 him or her 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.

9. 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. Dun 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.

10. 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. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and experience of value, if any.
- 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 such interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and 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 DLRC 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.
- DLRC 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 Dun 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 will be required to provide evidence that they meet all the criteria as set out above.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on Thursday 1st August 2024. **Applications received after the closing time and date will not be accepted.**

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.

<p>Dun Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.</p>
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