



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

GENERAL OPERATIVE PERMANENT – OPEN COMP. I.D. 011369

OIBRÍ GINEARÁLTA BUAN - U.A. 011369 COMÓRTAIS OSCAILTE

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON THURSDAY 5TH DECEMBER 2024**

Vacancies have arisen within Dun Laoghaire-Rathdown County Council for General Operatives. The Council intends to form a panel of suitable qualified persons who have expressed an interest in this position from which vacancies may be filled.

BACKGROUND

Dun Laoghaire-Rathdown County Council provides a wide range of local authority services including housing, planning and development, environmental, roads and traffic, leisure and community services. For further information on Dun Laoghaire - Rathdown County Council, please log onto our website, www.dlrcoco.ie

General Operatives work as part of a team and may be assigned to work in any of the Dun Laoghaire-Rathdown County Council Departments.

THE JOB

General Operatives play a key part in frontline service delivery. The role is likely to be outdoors, operational and manual. General Operatives are expected to carry out their duties in an enthusiastic manner that enhances public trust and confidence in Dun Laoghaire-Rathdown County Council. Although General Operatives are directly supervised, they are required to demonstrate a flexible approach and the ability to work effectively in teams. Their duties will vary according to the requirements of the Department to which he/she is assigned.

THE IDEAL CANDIDATE SHALL:

- Be committed to and conscious of providing a professional service both to internal and external customers;
- Have satisfactory experience relative to the duties outlined for General Operatives;
- Possess good organisation skills;
- Have an ability to work on own initiative, in an independent environment and without constant supervision;
- Have an ability and willingness to learn and execute new skills and participate in appropriate training courses where required.

IT IS DESIRABLE THAT THE IDEAL CANDIDATE SHALL:

- Have a current unendorsed category B or C Driving License;
- Have completed manual handling training and possess a current and valid Safe Pass Registration Card;
- Have basic computer skills

QUALIFICATIONS

The declared qualifications for the post of **General Operative**, Dun Laoghaire Rathdown County Council, are set out hereunder:-

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, EXPERIENCE, ETC.

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

- (a) have attained such a standard of education as would enable the candidate to carry out efficiently the duties of the position;
- (b) have a good knowledge of the services provided by Dun Laoghaire-Rathdown County Council;
- (c) have an ability to work within a team and the ability to motivate and encourage team members to achieve maximum performance;
- (d) possess good communication and customer awareness skills;
- (e) have a willingness to learn and aptitude to use all new technology and information systems and have a natural aptitude for the use of equipment;
- (f) 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.

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Comhairle Contae Dhún Laoghaire-Rath an Dúin

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JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable. A panel will be formed from which permanent and temporary appointments will be made.

2. **SALARY:**

The weekly wage scale for the position of General Operative, Dun Laoghaire-Rathdown County Council is:

€559.81 - €574.87 - €612.24 - €614.82 - €617.40 - €619.95 - €622.52 - €625.08 - €627.68 - €630.22 - €630.22 - €630.22 - €630.22 - €632.42 - €634.98 (rate at 1st October 2024)

An eating on site and travelling allowance may also be applicable.

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.

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

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. **DUTIES:**

The duties of the **General Operative**, Dun Laoghaire-Rathdown County Council, will be consistent with the services provided by the department/ section to which he/she is assigned and shall include:

- Implementing the Dun Laoghaire-Rathdown County Council's work programmes to the agreed standard consistently;
- Delivering services in a manner that enhances public trust and confidence in Dun Laoghaire-Rathdown County Council;
- Carrying out operational/ manual work at the instruction of supervisors, which is likely to involve working outdoors and at times in adverse weather conditions;
- Co-operating with the varied nature of the role and working to achieve departmental goals and priorities in a flexible manner;
- Delivering operational services as required by the employing department;
- Contributing to the management of public spaces, reporting issues that need to be addressed and supporting with the Council's broader objectives;
- Working effectively as part of a team/crew;
- Taking responsibility for on-site Health and Safety issues;
- Implementing all Health and Safety regulations and other relevant regulations in the workplace as required;
- Submitting any report, whether written or verbal, as and when instructed by his/her supervisor;
- Using new technology when required;

- Undertaking any course of training, organised by the Council, which he/she is designated to attend;
- If assigned to another team/crew in the future, carrying out duties related to such team/crew.

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 Inspector, 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.

4. 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.

5. 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.

6. HOURS OF WORK:

The General Operative, Dun Laoghaire-Rathdown County Council, will be required to work 39 hours per week.

The holder of the position may also be required to work outside his/her assigned hours of duty. Any work, which the holder of the post is authorised or required to do after completion of a normal day's work will be paid at the rates as agreed and appropriately sanctioned, or whatever alternative arrangement is applicable.

7. PROBATION:

When a person is not already a permanent officer of a Local Authority in the Republic of 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 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.

8. ANNUAL LEAVE:

Annual leave entitlement for the position of Driver Road Sweeper is **24** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

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.

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 intelligence with extra credit for educational qualifications and experience of value, if any.
- ii. DLGCC 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 he/she 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 his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

11. ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS:

- Than 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 Dun Laoghaire-Rathdown County Council 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.
- Dun Laoghaire-Rathdown County Council does not allow the unsanctioned use of any type of recording equipment on its premises or online interviews. 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 an offer of employment 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 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.

- Posts of General Operative will be filled from this advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dun Laoghaire-Rathdown County Council. Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted. Dun Laoghaire-Rathdown County Council reserves the right to undertake eligibility and /or shortlist candidates in the manner it deems most appropriate.

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.

The application form may be obtained by emailing hr@dlrcoco.ie or by contacting the Human Resources Department on (01) 2054854.

**Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than
12 noon on Thursday 5th December 2024.**

An automated reply will be delivered to the applicant by return.

**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.**