



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

**Chomhairle Chontae Dhún Laoghaire – Rath An Dúin**

**CANDIDATE INFORMATION BOOKLET**

**ENVIRONMENTAL ENFORCEMENT WARDEN  
MAOR FORFHEIDHMITHE AN COMHSHAOIL**

**COMP ID 011429/COMÓRTAS 011429**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO  
CAREERS@DLRCOCO.IE**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON THURSDAY 23<sup>rd</sup>  
JANUARY 2025**

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**QUALIFICATIONS**

**1. CHARACTER:**

Candidates shall be of good character.

**2. HEALTH:**

Each Candidate must be of good health. The successful candidate may be required to undergo and pass a medical examination before appointment.

**3. EDUCATION, TRAINING, EXPERIENCE ETC:**

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

- a) have attained a good standard in general education;
- b) be highly motivated;
- c) possess good inter-personal skills and the ability to develop good working relationships with staff and local communities;
- d) possess the ability to handle work with difficult people in difficult situations;
- e) have a Valid Full Driving Licence – Class B, free from endorsement.

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**PARTICULARS OF THE POSITION**

1. The office is permanent, whole-time and pensionable.

2. **WAGES:**

€941.85 (minimum point) - €1,019.07 (maximum point) per week, including shift allowance **Rate as at 1 October 2024.**

Entry point to this scale will be determined in accordance with Circulars issued by the Department of 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 1<sup>st</sup> 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 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 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 rotated to include weekend work. Hours are 8am – 4:30pm each day with the exception of Friday which is 8am – 3:30pm.

## **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.
- 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. UNIFORM**

The person appointed will be required to wear a uniform, including a luminous safety vest, and all other appropriate Personal Protective Equipment (which will be supplied by the Council) at all times when on duty, unless otherwise authorised by the County Council.

## **7. USE OF EQUIPMENT**

The successful candidate may be required to drive a van/car/motorcycle in the course of their duties and operate a two-way radio and/or mobile telephone as required. All these Council vehicles may have the Council logo and Department screen printed on both sides of vehicle, and "Environmental Enforcement Warden" sign. These vehicles are the responsibility of the County Council and will be left at the close of the business hours, (i.e. 4.30pm Mon – Thur, and 3.30 pm Fri) at a Council Depot, County Hall or whatever Council building/compound as appropriate, for collection again next morning no later than 8.00am.

## **8. USE OF MODERN TECHNOLOGY**

The successful candidate will be required to use all equipment provided, including computers, hand held computers, electronic equipment, video or other monitoring equipment and any other new technology, which may be introduced in the future.

## **9. ANNUAL LEAVE**

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

## **10. DUTIES**

The Person appointed will be:-

1. Required to carry out the duties allocated to them by the County Council under the direction and supervision of the Senior Executive Officer, Infrastructure and Climate Change Department, or the person delegated by the Senior Executive Officer, Infrastructure and Climate Change Department, relative to the investigation and enforcement of, and relevant inspections under, :
  - a) The Litter Pollution Act, as amended;
  - b) Dún Laoghaire-Rathdown County Council Litter Management Plan;
  - c) Casual Trading Act, as amended;
  - d) Dún Laoghaire-Rathdown County Casual Trading Bye-Laws;
  - e) Dún Laoghaire-Rathdown County Beach Bye-Laws;
  - f) Dún Laoghaire-Rathdown County Parks Bye-Laws;
  - g) Bye Laws for the Prevention and Control of Litter;
  - h) Bye Laws for the Storage, Presentation and Collection of Household and Commercial Waste;
  - i) Waste Management Act, as amended
  - j) All Regulations made under the Waste Management Act, as amended, such as the WEEE Regulations, the Deposit Return Scheme, the Deco Paint Regulations, the Solvent Regulations, the End of Life Vehicle Regulations, the Tyre Regulations, the Battery Regulations, the Packaging Regulations and the Plastic Bag Levy Regulations
  - k) Roads Act, 1993;
  - l) Air Pollution Act,
  - m) and any other existing or subsequent regulations, legislation, Bye-Laws or directives relative to the enforcement of the environmental objectives of the County Council, including matters relating to the Control of Dogs Act, as amended and all regulations made thereunder.
  - n) The enforcement of the foregoing legislation will require the issuing of fines (including hand delivering on the spot fines to individuals in a public place, to companies and individuals on the street).
2. The person appointed will be required to report regularly to the Infrastructure and Climate Change Department in County Hall and/or any alternative offices/sub-offices/depots as may be designated.
3. The person appointed will be required to prepare and serve warning notices etc. when required.
4. The person appointed will be required to attend court to give evidence when required.
5. The person appointed will be required to prepare and present all relevant material in Court.
6. The person appointed will be required to keep and furnish records and reports and compile relevant statistics etc. relating to their duties as directed by the appropriate supervisory officer/or the person delegated by the Senior Executive Officer.
7. The person appointed will be required to analyse progress, set targets and make recommendations for future actions and carry out such duties as may be assigned to them from time to time.

8. The person appointed will attend after-hours waste management and environmental functions of the County Council and facilitate and/or liaise with tenants'/residents' groups and estate management fora, as required and develop and maintain a working relationship with other agencies or groups, (i.e. Garda Síochána), on the issue of anti-litter, Waste Management, etc.
9. The person appointed may be required to attend Schools, Road Shows and community/residents groups and participate in campaigns to promote Environmental Awareness.
10. The person appointed will be required to work in co-operation with any agency, organisation or statutory body, as directed by the Senior Executive Officer, Infrastructure and Climate Change Department or the person delegated by the Senior Executive Officer, in the operation of their duties.
11. The person appointed will be responsible for receiving and also the distribution/delivery of materials relevant to the operations of the Department.
12. The person appointed will be required to collect illegally dumped material, remove illegal signage, from all areas including Bring Banks/Bottle Banks/Recycling Centres. This waste to be disposed of at official authorised sites as agreed.
13. The person appointed will be required to commence duty at 8am and may be required to report for instructions at such time and place notified to him/her by the appropriate supervisory officer.
14. The Person appointed will be required to carry out early morning investigations and supervision of waste removal relating to bonfire materials during the Halloween period
15. The Person appointed will be required to carry out the duties set out above throughout the administrative county of Dún Laoghaire-Rathdown County Council and may be required to attend meetings etc. in any other area outside the county as directed.
16. The person appointed will be required to carry out such other duties as may be required from time to time as instructed by their line manager, in line with the Council's public service priorities and Corporate Plan objectives.

## **12. 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.

## **13. 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 competency skill sets identified for the position of Executive Scientist as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed

through a 3rd party provider and submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dun Laoghaire Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer [recruitment@dlrcoco.ie](mailto:recruitment@dlrcoco.ie), the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. 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.
- v. 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.
- vi. 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. 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 29<sup>th</sup> 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 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 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.

**Completed applications on the official form should be e-mailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) not later than 12 noon on Thursday 23<sup>rd</sup> January 2025. 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.

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| <p><b>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.</b></p> |
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