



**DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL**

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

**CANDIDATE INFORMATION BOOKLET**

**CRAFTSMAN MECHANIC- OPEN - COMPETITION ID 011749**

**MEICNEOIR CHEARDAÍ - OSCAILTE – CA CHOMÓRTAIS 011749**

**COMPLETED APPLICATION FORMS SHOULD BE E-MAILED IN PDF FORMAT ONLY TO**  
**[CAREERS@DLRCOCO.IE](mailto:CAREERS@DLRCOCO.IE)**

**THE CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS WILL BE 12 NOON**  
**THURSDAY 17<sup>TH</sup> JULY 2025**

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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 (Motor Mechanics) or equivalent recognised qualification and have completed a recognised apprenticeship in Motor Mechanics and be a fully qualified craftsperson.
- (c) After obtaining qualifications, candidates should have satisfactory Motor Mechanics experience
- (d) Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence.

**It is desirable that each candidate:**

- (a) Hold a full clean Class C driving license - Successful candidate will be required to complete Class C driving licence within the first 1 year followed by Class CE licence within the following 12 months of employment which Dún Laoghaire-Rathdown County Council will provide for.
- (b) Hold a current Safe Pass Card. - Successful candidate will be required to complete SOLAS Safe Pass course as soon as is practically possible, which Dún Laoghaire-Rathdown County Council will provide for.
- (c) Have experience in Agri Sector Plant
- (d) Have experience and qualifications in hydraulic/pneumatic/auto electrical area
- (e) Be proficient in welding techniques

**Required Skills, Experience and Knowledge:**

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

- Application of experience in the position of Mechanic
- Organisation skills
- The capacity to contribute to and work well in a team
- Report writing and record keeping
- Ability to follow written and verbal instructions
- 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
- Health and Safety legislation and awareness
- Knowledge of the Council Services
- Demonstrate Customer awareness skills
- Identifies and utilises resources effectively.
- Accurate reporting and timely communication with Supervisors and colleagues.

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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:**

€864.17 per week up to €908.42 per week (incremental scale), rate effective 1<sup>st</sup> March 2025

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 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.**

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 post-holder will be required to work a 39-hour week; Monday to Friday.

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
- 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 Craftsman Mechanic 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 Fleet Manager and supervisory staff, relative to the repair and maintenance of the Council's plant, machinery, vehicle fleet, equipment, premises 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 of the appropriate Director of Services or their appointed representative, 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 arrange the efficient execution of all works in their area of charge and discharge all other duties related to their work including, but not limited to, those set out hereunder

- a) The person employed will be required to carry out all the duties allotted to them by the Fleet Manager, Machinery Yard Workshop Foreman and other supervisory staff relative to the repair and maintenance of the plant, machinery, vehicle fleet, equipment and premises.
- b) To assess items of plant for repair and decide in consultation with the Machinery Yard Workshop Foreman the course of repair.
- c) To follow industry best practice methods when carrying out repairs.
- d) To maintain accurate and complete records of all tasks carried out in hard copy and/or electronic format.
- e) To ensure that the Machinery Depot plant, equipment and premises are always left in a safe, secure and orderly state.
- f) To ensure that all workshop equipment and tools are kept in a clean, tidy and serviceable condition.
- g) To ensure that all consumables, materials and equipment are purchased in accordance with Dún Laoghaire-Rathdown County Council's Procurement Policy.
- h) To report to the Machinery Yard Workshop Foreman all accidents and incidents as soon as practicable.
- i) To report immediately to the Machinery Yard Workshop Foreman the circumstances of any inefficiency or unsatisfactory work or service in their charge and to carry out the direction consequent on such reports.
- j) To ensure that safe work practices are followed and that required personal protective equipment is worn.
- k) To co-operate and contribute to operational reviews.
- l) To co-operate and contribute to value for money initiatives.
- m) To participate fully in any initiative aimed to increase customer satisfaction and quality of service to the community.
- n) To be available, during emergencies, to respond to requests for assistance outside of normal working hours.
- o) To assist and liaise with other County Council Departments on works and emergencies.
- p) To deal with members of the public and suppliers in a courteous prompt and efficient manner.
- q) To use as directed and upon receipt of appropriate training any modern telecommunication equipment and any information technology equipment including digital cameras, personal computers and hand held technologies.
- r) To accept the introduction of all new plant, equipment and machinery and to be flexible in the use of same.
- s) To co-operate with and participate in new work systems including the keeping and updating of all records in book and/or electronic format.
- t) To participate in training provided by Dún Laoghaire-Rathdown County Council.
- u) To carry out any other instructions which may be given from time to time by the Machinery Yard Workshop Foreman or their appointed representative.

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**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. The Machinery Yard Workshop is located at Dún Laoghaire-Rathdown County Council's Ballyogan Depot, Ballyogan Road, Dublin 18.

The successful applicant may be required to work in any other sections of the Council and locations/depots. 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 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 Craftsman Mechanic 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. Dún 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 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 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 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 Dún 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 Dún 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 provide evidence that they meet all the criteria as set out above and on receipt of satisfactory references.



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 17<sup>th</sup> July 2025**

**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><b>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.</b></p>
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