

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

BUILDING INSPECTOR – HOUSING MAINTENANCE - OPEN
(COMPETITION I.D. 009828)

CIGIRE TÓGÁLA – COTHABHÁIL TITHE - OSCAILTE
(U.A. AN CHOMÓRTAIS 009828)

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 for the post of Building Inspector – Housing Maintenance.

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| QUALIFICATIONS |
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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 he/she is appointed, to undergo at his/her 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 –

(i) (a) hold a degree in Engineering or Architecture;

Or

(b) hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council;

Or

(c) in the case of an office involving building construction work - as an alternative to the qualification at (a) - be a member of the Institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;

(ii) have an adequate knowledge of civil engineering works or of building construction;

(iii) be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;

(iv) have a satisfactory knowledge of the surveying, levelling and setting out of works.

4. EXPERIENCE

Each candidate must satisfy the local authority that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the office for which he/she is a candidate.

KEY COMPETENCIES / BUILDING INSPECTOR HOUSING MAINTENANCE

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

Management and Change

- Develop and maintain positive, productive and beneficial working relationships
- Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation
- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own work and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Delivering Resources

- Plan and prioritise work and resources effectively
- Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate

Personal Effectiveness

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Keeps up to date with the qualifications and knowledge necessary for the role
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role · Acts as an effective link between staff, consultants, contractors and senior management · Encourages open and constructive discussions around work issues · Presents information clearly, concisely · Collaborates and supports colleagues to achieve organisational goals

Technical Knowledge/Skills

- Demonstrate an ability to supervise and monitor building construction (including maintenance and refurbishment works) to completion stage
- ·Have a good knowledge and understanding of building construction generally; a practical understanding of The Building Control (Amendment) Regulations 2014 (BCAR), Construction Technology, Renewable Energy Technology, Fire Safety and Building Energy Performance
- Have a good knowledge and understanding of the various elements of building construction including the civil engineering and mechanical / electrical, renewable technologies, installation of services / utility infrastructure, fire safety and construction for the purposes of Quality Control and compliance with contract drawings and good building standards
- 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 and to construction sites in particular
- Have a working knowledge of site surveying and setting out of works

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

2. **SALARY:**

Salary Scale: €51,016; €52,234; €53,716; €56,507; €58,172; €60,244 1st LSI; €62,327 2nd LSI. (Rates as at 2/2/22)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community 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. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable non-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 non-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 non-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 35 hours per week.

5. PROBATION:

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

6. ANNUAL LEAVE:

Annual leave entitlement for the position of Building Inspector is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES:

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.

The Inspector will serve in any of the Housing Maintenance Depots when required and shall carry out his/her duties subject to the control and direction of the Maintenance Manager or other authorised officers and any such duties as may be assigned to him/her.

DUTIES SHALL INCLUDE:

1. Supervising the repair and maintenance of properties in the Council's social housing stock.
2. Control and supervision of all staff under his/her control and checking/ certification of time sheets;
3. When assigned to a particular area for dangerous building work, keeping his/her area under constant observation;
4. Receiving maintenance requests;
5. Preparing and issuing work orders;
6. Requisitioning materials and plant;
7. Co-ordinating weekly/daily work strategy;
8. Preparing and registering completion returns;
9. Snag lists;
10. Inspections and reports;
11. Disciplinary matters;
12. Provide emergency call out after hours service;
13. Health and Safety matters;
14. Carrying out such other duties including duties within the area of any other local authority, as may be assigned by the Maintenance Manager or other authorised officer from time to time;
15. Meeting and liaising with Contractors, utility company officials, etc.;
16. Investigation of complaints and accident reports;
17. He/she will be required to drive his/her own motor vehicle in the course of his/her duties;
18. He/she may be required to work such hours as may be assigned from time to time and may be required to work outside the normal hours of duty without additional payment;
19. He/she may be required to carry a mobile phone at all times including outside normal working hours and to be on call;
20. He/she will be required to use all equipment provided, including computers, electronic equipment, video or other monitoring or signalling equipment, and other new technology which may be introduced in the future;
21. He/she shall co-operate fully with the implementation of new technology in their areas of operation, the introduction of new technology will not lead to any future claims;
22. He/she shall maintain a daily work diary, recording decision, events, appointments and staff / contractor details;
23. He/she shall be available for meetings with tenants' groups, resident associations, estate management meetings regarding maintenance issues subject to the normal reporting relationships;

24. He/she shall attend all relevant training courses. This will include training courses in the technology area and courses relating to personal training and development;
25. He/she shall co-operate and participate in any new operational arrangements introduced or future restructuring within the local authority service, subject to local consultation;
26. He/she shall carry out work in all local authorities for which the Chief Executive is responsible and any other organisations, agencies, etc., with which agreements have been entered into;
27. He/she shall undertake such functions of an inspection and /or enforcement nature as are necessary to enable local authorities to discharge their functions within their area of responsibility.
28. He/she shall participate in and support the implementation of planned maintenance and energy retrofit programmes.
29. He/she shall work with outside Consultants and Contractors.
30. Adhere to procurement policy and procedures.
31. He/she shall carry out such duties as may be necessary in connection with legal proceedings including attendance at court and giving of evidence.

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. 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.

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. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview.
- ii. 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.
- iii. 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.
- iv. Completed applications, on the official form, should be e-mailed to careers@dlrcoco.ie not later than **12 noon on 1st December 2022** Applications received after this date will not be considered.
- 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.

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 offer 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 his/her candidature, will no longer be considered for selection.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on 1st December 2022** An **automated reply will be delivered to the applicant by return.**

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her 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 he/she is seeking.

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.