

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

DRUIDS GLEN SCHEME N11

CLERK OF WORKS SITE - TEMPORARY
3 YEAR SPECIFIC PURPOSE CONTRACT
(COMP ID 0080889)

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of:

CLERK OF WORKS SITE - TEMPORARY
3 YEAR SPECIFIC PURPOSE CONTRACT
DRUIDS GLEN SCHEME N11

DESCRIPTION OF SCHEME

Construction of roads and associated infrastructure initially in the Cherrywood Planning Scheme area. The first project, Druids Glen Road, is to be constructed in three phases as a single carriageway road with two bridges.

Supervision of other Road Construction Schemes in the county may also be undertaken.

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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 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) Have an extensive knowledge of civil engineering works
- (ii) Have a knowledge and experience of site supervision of contract works, including drainage and public utility works, road construction and reinstatement, control of roadworks and experience as an ex-tradesman and/or foreman is desirable
- (iii) Be capable of writing clear and concise reports – keeping works records, measuring and recording of all variations from contract and reading drawings;
- (iv) Be proficient in the use of computers in relation to document handling and production of reports
- (v) Have no less than 10 years satisfactory experience and satisfy the Local Authority that he/she has 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
- (vi) Hold a full Irish/EU Driving Licence free from endorsement.
- (vii) Possess a thorough knowledge of health and safety legislation and its applications in the workplace
- (viii) Hold a valid current SAFEPASS card

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JOB SPECIFICATION

The post is temporary, wholetime and pensionable

1. 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.

2. SALARY:

From €42,613 TO €54,436 per annum, fully inclusive, to be determined by reference to experience and qualifications of appointee. A taxable allowance in the range of €3,900 - €7,800 per annum as determined by the Council will also be payable to cover day to day travel and subsistence arising in the course of the employment.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services, which he/she is required by or under any enactment to perform.

3. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed 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 12 months 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 Manager has certified that the service of such person in such office is satisfactory.

4. DUTIES

The Clerk of Works shall be part of a site based team responsible for supervision of the construction stage of the Pottery Road Improvement contract and shall perform duties allocated on site by the Senior Resident Engineer/Employer's Representative.

These duties may include supervision of the reinforced concrete structures, culverts and associated drainage, traffic management, workmanship, materials quality and testing, checking lines, levels and layouts of the works to ensure conformity with the drawings and works requirements. The duties will also include monitoring of works progress, operation of the certification procedure and other general document management. These duties are to be carried out in compliance with relevant Health & Safety Regulations.

The carrying out of these duties will also include close liaison with the Local Authority and utilities. On site, the Clerk of Works will operate under the direction of and report to the Senior Resident Engineer/Employer's Representative.

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) 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.

5. HOURS OF WORK

Candidates will be expected to work site/contractors hours.

6. RESIDENCE:

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

7. RECRUITMENT:

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974 the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be means of a competition based on an interview conducted by or 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. 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.

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 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.

- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- 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
- Dun Laoghaire Rathdown County Council 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 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.

Completed applications, on the official form, should reach the Human Resource Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than **4.00 pm on Thursday 16th May 2019.** Applications received after this date will not be considered.

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 of 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.

Dún Laoghaire – Rathdown County Council is an equal opportunities employer and welcomes applications from people with disabilities