



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

**RESIDENT ENGINEER TEMPORARY**  
**3 YEAR SPECIFIC PURPOSE CONTRACT**  
**(COMP ID 009549)**

**ROADS IMPROVEMENTS AND OTHER ROAD CONSTRUCTION SITE SCHEMES**

Dun Laoghaire-Rathdown County Council invites applications from suitably qualified persons who wish to be considered for the position of Resident Engineer (temporary) for the construction and supervision of roads and associated structures such as the current Blackglen Road Improvement Scheme contract, as well as other road schemes that are in the current and future roads infrastructure schemes as determined and shall perform duties as allocated.

**DESCRIPTION OF SCHEMES**

DLR has a number of capital works programmes. These range from road widening / resurfacing projects, coastal protection, drainage, new road builds to active travel schemes consisting of the introduction of improved walking and cycling facilities and greenways.

Typically schemes consists of road reconstruction, installation of cycle lanes, footpaths, public lighting and services, drainage systems, attenuation ponds or bridge construction. All schemes require liaising with residents and stakeholders affected by the works.

Projects are managed through the Public Works Contract and various forms are used including: PW-CF3, CF5, CF6, CF7, CF11 depending on the scale of the project.

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

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<b>QUALIFICATIONS</b>
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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, on the latest date for receipt of completed application forms:

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) have at least five years satisfactory relevant engineering experience;
- (c) possess a high standard of technical training and experience; and
- (d) possess a high standard of administrative experience.
- (e) Hold a full Irish/EU Driving Licence free from endorsement.
- (f) Be a holder of a current SAFEPASS card.

### 3. RESPONSIBILITIES/DUTIES

Each candidate must be able to demonstrate a strong ability in the following areas:

- Have an extensive knowledge and experience in the delivery of civil engineering infrastructure projects including:
  - Contract Administration;
  - Cost Control;
  - Working within urban environments including engagement with multiple stakeholders.
  - Public Works Contract;
  - Assessment of variations claims, contractor submissions and payment applications;
  - Dispute resolution processes;
  - Liaison and management of other members of Resident Engineer's team;
  - Be capable of writing clear and concise reports – keeping work records measuring and recording of all variations from contracts to reading drawings.
- Dealing with Mapping queries, Rights of Way issues, Roads abutting queries.
- Dealing with landowners on possible land purchases to facilitate works such as road easement and new footpath construction.
- Compilation of information and record keeping associated with Capital Works Projects to assist in the preparation of returns/funding applications/budget preparation.
- Be proficient in the use of IT in relation to document handling and production of reports;
- Possess a thorough knowledge of health and safety legislation and its applications in the workplace.
- Demonstrate a record of excellent project management skills resulting in successful project delivery;
- Have a strong understanding of various forms of contract and works specifications;
- Have detailed knowledge and experience of civil engineering measurement and materials quality control;
- Be self-motivated with a record of demonstrating initiative in a work place environment;
- Be able to manage, lead and motivate staff where assigned;
- Have good judgement and problem-solving skills;
- Have direct experience of project team work;
- Have excellent communication and interpersonal skills;
- Be computer literate and proficient in the use of surveying equipment;

- Have good verbal and written communication skills;
- Have the ability to receive and act on feedback given;

## KEY COMPETENCIES

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

<b>Managing Resources</b>	<ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.</li> <li>• Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.</li> <li>• Ensures best value and efficiency in service delivery.</li> <li>• Intervenes in a timely manner if work activities go over budget.</li> <li>• Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively.</li> <li>• Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation.</li> <li>• Delivers the key outcomes and results that are required, through careful operational planning and the management and measurement of performance outcomes.</li> <li>• Determines key delivery elements within a project or plan.</li> <li>• Delivers projects and tasks on time, within budget and achieving expected performance standards.</li> <li>• Assesses feedback and evaluates outcomes to drive continuous improvement.</li> <li>• Is aware of and understands relevant legislation, regulations and policies that determine local government operations and Safety, Health and Welfare at Work Regulations.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Recognises the value of and requirement to communicate effectively with all employees.</li> <li>• Has effective verbal and written communication skills. Has good interpersonal skills.</li> <li>• Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.</li> <li>• Is effective in communicating a complex or technical message, using language appropriate to the audience.</li> </ul>

<b>Personal Effectiveness</b>	<ul style="list-style-type: none"><li>• Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</li><li>• Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</li><li>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</li><li>• Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</li><li>• Demonstrates and encourages innovation and new thinking.</li></ul>
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<b>PARTICULARS OF THE POSITION</b>
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1. The office is temporary, whole-time and pensionable.

A panel may be formed from which temporary vacancies may be filled.

2. **SALARY:**

Salary range from €65,534 up to €73,539 as determined by the Council.

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.

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

**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 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 site hours but minimum 37 hours per week. Candidates will be expected to work site/contractors hours.

The duties of the Office will involve activities outside normal working hours, including evenings or weekends as required.

## **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; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at his/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 Resident Engineer is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

## **7. DUTIES**

The duties shall be such as may be assigned to the Resident Engineer and may include some or all of the areas, as set out in Section 4. Responsibilities/Duties.

The Resident Engineer shall be part of a site based team responsible for supervision of the construction stage of the current Blackglen Road Improvement Scheme contract and other road schemes that are in the works current and future programme as determined and shall perform duties allocated.

The carrying out of these duties will also include close liaison with the Local Authority and utilities. On site, the Resident Engineer will operate under the direction of and report to the Senior Resident Engineer/Employer's 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 him/her from time to time and to contribute to the development of the post while in office.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore, be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

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.

## **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. 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 on behalf of the Local Authority. Please note that the interview may be online or in person. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Resident Engineer as outlined above.
- ii. DLRCC 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 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.
- 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. Completed applications, on the official form, should be emailed to [careers@dlrcoco.ie](mailto:careers@dlrcoco.ie) and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **12 noon on Thursday 9<sup>th</sup> June 2022**. Applications received after this date will not be considered.
- 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.

### **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 his/her candidature, will no longer be considered for selection.

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 9<sup>th</sup> June 2022.**

#### **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 committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.**

