

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

WATER SERVICES INSPECTOR – PERMANENT (OPEN)

(COMP. I.D. 007328)

Initial assignment may be to Water or Drainage Operation, Water Conservation or Pollution Control Section.

QUALIFICATIONS

1. **Character**

Candidates shall be of good character.

2. **Health**

Be in such a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc:**

Each candidate must:-

- (a) have a full driving licence Category B free from endorsements;
- (b) have a good standard of general education;
- (c) have proven ability to use initiative and judgment;
- (d) be able to write clear and concise reports;
- (e) be able to read maps and drawings and prepare sketch maps;
- (f) be computer literate including the ability to use word processor, spreadsheet and databases computer packages.
- (g) have ability to keep records, timesheets and perform satisfactorily the clerical duties attached to the post;

In addition it is desirable that each candidate

- (a) Has a sound knowledge of Water and Drainage systems and networks, including Water Conservation, Metering and Pollution Control
- (b) Has a good knowledge of current relevant Health and Safety legislation
- (c) Has a good knowledge of Environmental Legislation relating to Water Services.

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PARTICULARS OF THE POSITION

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

2. **SALARY:**

€41,213 - €42,524 - €43,835 - €45,148 - €46,458

€47,977 (1st LSI) - €49,495 (2nd LSI)

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 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 Local Government (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.

4. **HOURS OF WORK**

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 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 Staff Officer is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. DUTIES

- (a) The person appointed will be subject to the supervision and control of the appropriate Engineer and other supervisory staff within the Council's administrative area and will perform such duties as may be allotted to him/her from time to time by the Council in relation to water services including health/safety arrangements;
- (b) He/she may be required to supervise, motivate and direct staff and ensure compliance with the provisions of the Safety, Health and Welfare at Work Acts and Regulations;
- (c) To carry out all the duties allotted to them in relation to provision of water services, including working in accordance with the Councils requirements under the Service Level Agreement with Irish Water, throughout the council's administrative area and including such duties as may be assigned in relation to the areas of any other local authority;
- (d) He/she will be required to train in and to use all equipment provided, including computers, specialist electronic equipment, video or other monitoring measuring or signalling equipment and other new technology, which may be introduced in the future;
- (e) To develop familiarity with all aspects of the water services supply network;
- (f) To keep and maintain written, computer and photographic records as required;
- (g) He/she will be required to co-operate fully with the implementation of new technology in his/her area of operation, including attendance at training courses;
- (h) He/she will be required to co-operate with health and safety measures and training initiatives;
- (i) To drive a vehicle in the course of their duties and operate a two-way mobile radio and mobile phone;
- (j) To liaise routinely with other water services inspectors in Operations, Water Conservation, Metering and Pollution Control;
- (k) To be available after hours and on weekends attend to operational problems as required.

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. RETIREMENT AGES:

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.

10. 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 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.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4.00pm on Thursday 31st August 2017.**

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

Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate.

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 an equal opportunities employer
and welcomes applications from people with disabilities*