



# Comhairle Chontae Liatroma Leitrim County Council

## Candidate Information Booklet (Please read carefully)

### Post of: Assistant Engineer

**Closing Date: 4pm on Thursday 10<sup>th</sup> October 2024**

#### Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Assistant Engineer Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

## General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## The Role

Leitrim County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on panels from which permanent and temporary vacancies for Assistant Engineers may be filled. Positions may arise in any area of the Council's functions which include Roads & Transportation, Housing Delivery & Maintenance, Environmental Services, Water Services, Capital Projects, Economic Development, Facilities Management etc.

Assistant Engineers are appointed to a wide variety of roles across the Council. The role can include responsibility for the successful delivery of a range of major and minor capital projects; responsibility for the effective delivery of a range of services, and may include responsibility for the management of staff. The person/s appointed will work under the direction and control of the Senior Engineer or Senior Executive Engineer or other officer designated by the Director of Services or the Chief Executive.

## The Qualifications:

### 1. Character:

Candidates must be of good character.

### 2. Health:

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

### 3. Citizenship

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b) A citizen of the United Kingdom (UK); **or**
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

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

Candidates must on the latest date for receipt of completed application forms for the office:

- (a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering (relevant discipline)
- (b) have at least **two** years satisfactory relevant engineering experience, and
- (c) possess a high standard of technical training and experience.

**Note:**

- **Candidates must submit a copy of Level 8 qualification in Engineering from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Foreign language qualification certificates must also be accompanied by a translation document of educational qualifications as outlined above.**

**Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**

- **Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

**The Ideal Candidate Shall Have:**

- A career record that demonstrates satisfactory engineering experience, and in particular civil engineering experience;
- An ability to work within multi-disciplinary teams;
- An ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/her control;
- An ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team);
- Good judgement and problem solving skills;
- Strong interpersonal, communication and presentation skills and good ICT skills;
- Capability of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups;
- Experience of managing financial resources within a budgetary control framework and ensuring value for money;
- An understanding of Local Authority services and structures in Ireland, or the ability to quickly acquire same;
- 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.

## Competencies for the Post:

Key Competencies for the post of Assistant Engineer include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

<b>Knowledge, Experience &amp; Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates the range and depth of technical experience, specialist knowledge and training relevant to the role.</li> <li>• Keeps up to date with current developments, trends and best practice in their area of responsibility.</li> <li>• Experience of working as part of a multi-disciplinary team.</li> <li>• Experience of compiling, preparing and presenting reports, correspondence etc.</li> <li>• Understanding of the political reality and context of the local authority and of the role of an Assistant Engineer within the local authority context.</li> <li>• Fully implements safe systems of working in line with Safety Management System.</li> <li>• Effectively manages the introduction of change and overcomes resistance to change</li> </ul>
<b>Delivering Results:</b>	<ul style="list-style-type: none"> <li>• Plans and prioritises work and resources effectively</li> <li>• Establishes high quality service and customer care standards.</li> <li>• Promotes the achievement of quality outcomes in delivering services.</li> <li>• Can pinpoint critical information and can address issues logically.</li> <li>• Acts decisively and makes timely, informed and effective decisions</li> <li>• Understands the context and impact of decisions made.</li> <li>• Evaluates outcomes, identifies learning and implements improvements required.</li> <li>• Follows procedures, ensures compliance and maintains appropriate records.</li> </ul>
<b>Performance Through People:</b>	<ul style="list-style-type: none"> <li>• Leads, motivates and encourages others to achieve quality results.</li> <li>• Demonstrates motivation and positivity as part of a team.</li> <li>• Leads by example in terms of commitment, flexibility and a strong customer service ethos.</li> <li>• Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders.</li> <li>• Has effective verbal and written communication skills</li> <li>• Has good interpersonal skills.</li> </ul>
<b>Personal Effectiveness:</b>	<ul style="list-style-type: none"> <li>• Takes initiative and is proactive when he or she sees the opportunity to make a contribution.</li> <li>• Manages time and workload effectively.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role.</li> <li>• Demonstrates flexibility and openness to change.</li> <li>• Is self-motivated and persistent when faced with difficulties.</li> <li>• Responds positively to the challenges of the role.</li> </ul>

## The Principal Terms & Conditions:

Two Panels will be created as follows:

### Panel A - Permanent Positions:

### Panel B - Temporary Positions:

Any permanent positions which arise during the lifetime of the panel will be filled from **Panel A**.

Leitrim County Council may, from time to time, require temporary Assistant Engineers to fill vacancies in various departments. The duration and period of temporary contracts offered will vary from post to post. Any temporary positions which arise during the lifetime of the panel will be filled from **Panel B**. If offered a temporary position a candidate must be available to take up the post as offered; otherwise Leitrim County Council will move to the next available candidate and may not be in a position to consider that candidates' application further for any temporary contracts.

**Posts which may arise during the lifetime of these panels (12 months) may be whole time permanent or whole time temporary.**

### 1. Duties

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies for which the Chief Executive for the purposes of the Local Government Acts, 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 mentioned in sub-paragraph (a) of this paragraph,

Under the direction and supervision of the Senior Engineer or the Senior Executive Engineer or such other Officer, as appropriate, of the local authority such engineering and technical services of an advisory, supervisory or executive nature 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 including the duty of assisting the Senior Engineer or other appropriate officer, in the supervision of the engineering and cognate services of any of the foregoing local authorities or bodies, and, when required to do so, to perform the duty of acting for engineering offices of higher rank during that officer's absence.

The actual duties will depend on the particular assignment, but in general the duties may include but will not be limited to the following:

- Designing, implementing and project managing engineering programmes and projects across service areas such as roads, transportation, water, wastewater, housing, economic development, tourism and recreation, environmental services, waste management, tourism and recreation, facilities management etc;
- Designing and preparing of contract documentation, tendering and drafting recommendations on appointment of contractors etc;
- Supervision and contract administration of construction / operations / maintenance works;
- Managing any allocated budgets as effectively and efficiently as possible;
- Assessing the nature, level and pattern of demand for the service in the area/function and recommending the priorities to the relevant line manager;
- Implementing the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and recommending changes in strategies as required;
- Assisting in identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation;

- Developing and maintaining effective working relationships with external agencies and ensuring that, in accordance with policy and procedure, programmes of work are co-ordinated and implemented in full with the co-operation of all relevant parties;
- Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses, and residents.
- Achieving and maintaining the productive collaboration between elected representatives, the public and the executive of Leitrim County Council;
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.
- Compiling, preparing and presenting reports as necessary to a variety of stakeholders including organisation of public consultation meetings and processes.
- Preparing and presenting reports to the Council, Municipal Districts, Strategic Policy Committees or other meetings where required.
- When required to do so, managing and supervising staff, including assignment of duties and workloads and identification of training needs;
- Working as part of an effective, motivated and committed team and maintaining sound employee relations and morale in accordance with good employment practice and relevant legislation;
- Working within a cross-functional/multidisciplinary team in line with the executive structures of the Council;
- Implementing the systems necessary to support the service;
- Maintaining and proactively developing a culture of Health & Safety in the workplace;
- Ensuring compliance with Health and Safety legislation and regulations, and the Council's Safety Management Systems;
- Ensuring works are implemented in compliance with all relevant legislation and regulations concerning procurement, planning, etc;
- Carry out duties in a politically neutral manner, with a clear understanding of the political reality and context of the local authority.
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- To act when required for a more senior employee during his/her absence for any reason;
- Undertaking any other duties of a similar level and responsibilities that may be required from time to time.

## 2. Salary:

The salary scale for the position of Assistant Engineer (effective 1<sup>st</sup> June 2024) will be within the range:

**€45,302, €47,944, €49,884, €51,849, €53,858, €55,902, €57,964, €60,027, €62,089, €64,154, €66,232, €68,354 (LSI 1), €70,480 (LSI 2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. 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. The holder of the post 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 the post or in respect of any services, which he / she is required by or under any enactment to perform.

**3. Residence:**

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department or premises now or in the future.

**4. Probation:**

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

**5. Health:**

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**6. Annual Leave:**

The annual leave entitlement for this post will be 30 days per annum, on a pro-rata basis depending on duration of any temporary contract.

**7. Working Hours:**

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

**8. Superannuation:**

All new entrants to pensionable public service employment on or after 1<sup>st</sup> January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

## **9. Retirement Age:**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

## **10. Pension Abatement:**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

## **11. Drivers Licence / Travel:**

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

## **12. Outside Employment**

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.



**13. Garda Vetting:**

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

**14. Data Protection:**

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

**SELECTION PROCESS:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) Two panels may be formed on the basis of such interview: **Panel A – Permanent Positions and Panel B – Temporary Positions**. Candidates whose names are on the individual panels and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the respective panels be appointed to this post. The life of the panels will not be more than one year from the date of formation of the panels.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which is available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department (Email: [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie))

**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).**

**CLOSING DATE:**

**Completed Application Forms must be submitted by 4:00 p.m. on Thursday 10<sup>th</sup> October 2024** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this **date and time** will not be considered.

Please quote '**Assistant Engineer Application**' followed by your name in the subject line of the email.

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTE:**

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**