



COMHAIRLE CATHRACH CHORCAÍ
CORK CITY COUNCIL

CANDIDATE INFORMATION BOOKLET
Please Read Carefully

SENIOR EXECUTIVE TECHNICIAN – WATER SERVICES

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY, 27 APRIL 2018

*Four copies of the completed application form should be sent to the Human Resources,
(Post of Senior Executive Technician – Water Services) Cork City Council, City Hall, Cork, T12 T997*

NOTE: E-MAILED VERSIONS OF THE APPLICATION FORM ARE NOT ACCEPTABLE.

Only an original form duly signed by the applicant will be accepted.

Cork City Council is establishing a panel for the position of Senior Executive Technician – Water Services from which permanent or temporary vacancies may be filled.

The successful candidate will be based in the Drainage Section of the Water Services Department, which forms part of the Environment & Recreation Directorate of Cork City Council.

Responsibilities/Duties

The range of responsibilities and geographical area shall be as determined from time to time by the Council.

Reporting to the Senior Engineer the Senior Executive Technician is responsible for the delivery of particular services to the public.

General duties include:

- Management of staff;
- Making decisions on a daily basis;
- Representing the Council at a variety of meetings;
- Budget preparation and management of same;
- Preparation of drawings / reports as required by the Council;
- Attendance at site(s) and carrying out of inspections as required;
- Supervision of Contractors when required to ensure that all works are carried out as per specification and in compliance with requirements.;
- Carry out all responsibilities in relation to safety and health including risk assessments, standard operating procedures, toolbox talks, inspections, investigation of incidents and making recommendations;
- Carry out any other duties that may be assigned.

Duties more specific to this role include:

- Overseeing the operation and maintenance of drainage pumping stations, including both reactive and planned maintenance work;
- Monitoring and responding to Alarms / Events including out of hours work;
- Compliance with Irish Water Codes of Practice and other requirements (e.g. procurement, HSQE, reporting etc);
- Development of upgrades / improvements to existing pump station assets
- Development of upgrades / improvements to existing sewerage and network assets;
- Costing / estimating works and drafting business cases for improvement works;
- Management and digitisation of as-built information in GIS / AutoCAD formats;
- Review of Irish Water wastewater connection applications;
- Inspection and sign-off of new wastewater connections; The successful candidate may be required to enter confined spaces (e.g. pumping stations) as part of their work and may also be required to undergo confined spaces training.

QUALIFICATIONS FOR THE POST

1. Character

Each candidate must be of good character.

2. Health

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

3. Essential Requirements

Each candidate must, on the latest date for receipt of completed application forms, have:

- i. Have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority or health board in the State,
- ii. Have at least seven (7) years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- iii. Have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work,
- iv. Have adequate experience in dealing with other departments within their own organisations and with other bodies,
- v. Have adequate experience in the direction, supervision and control of staff, and
- vi. Possess technical training and experience of a high standard and adequate administrative ability

4. Desirable Requirements

In addition, the candidate will require:

- To be able to demonstrate experience and competence in the areas of Problem Solving & Decision Making, Delivering Quality Outcomes and Communicating Effectively.
- Commitment to the public interest;
- Understanding of core engineering principles;
- Experience in the service area set out above;
- Experience of budget preparation and management;
- People management skills;
- Project management skills;
- Team membership skills;
- Satisfactory IT skills including knowledge and understanding of relevant technical computer software packages (knowledge of Microsoft Office, ArcGIS, AutoCAD would be beneficial);
- Knowledge of flooding and its impact on drainage networks;
- Current, full, Class B drivers license and access to own car;
- A current Safe-Pass card.

5. Age

Candidates deemed 'not to be new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of applications for the post.

The age restriction of 65 years does not apply to 'new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants in 2004-2012). In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is a compulsory retirement at age 70 for new entrants to the Public Service after January, 1st 2013.

PRINCIPAL CONDITIONS OF SERVICE

Salary

The salary scale for the position of Senior Executive Technician is:

€44,461 - €45,377 - €46,631 - €48,752 - €50,032(max) - €51,812 (LSI1) - €53,601 (LSI2)

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. 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.

Applicants should note that entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, & Local Government. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Duties

The duties 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 2001 and 2014, 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 appropriate professional officer, such 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 duties of assisting the appropriate officers, in the supervision of the planning or ancillary services of any of the foregoing local authorities or bodies and, when required to do so to perform the duty, of acting for the appropriate professional officer of higher rank during the absence of such officer of higher rank.

Probation

Where a person who is not already a permanent employee of a Local Authority is appointed to a permanent position, 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 the post on probation;
- (b) Such period shall be one year and may be extended at the discretion of the Director of HR Management & Organisational Reform;
- (c) Such person shall cease to hold the post at the end of the period of probation unless during such period the Director of HR Management & Organisational Reform has certified that the service of such person is satisfactory based on the recommendation of the Director of Environment & Recreation.

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.

Persons who become pensionable officers of a local authority for the first time on or after 1st January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

Hours of Duty

The standard working week will be 37 hours per week with the normal hours being from 9.00am to 5.00pm, Monday to Friday including lunchtime. The Council reserves the right to alter your hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Driving Licence

When required to do so holders of the office may be required to drive a motor car in the course of their duties and should therefore, hold a full driving licence for class B vehicles free from endorsement and disqualification.

Travel and subsistence expenses for your position will be paid in accordance with the agreed rates which may be revised from time to time.

Residence

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof, at a location acceptable to the City Council.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

FORMAT OF THE COMPETITION

Only applications on the official application form will be accepted. In the event that a large number of candidates meet the qualifications for the post, the Council may decide to shortlist applicants based on the information provided on the application form. Accordingly applicants are advised to complete all sections of the form.

Only those short-listed will be called for competitive interview. Please note that candidates will be required to pay any expenses incurred by them in attending the interview. Interviews may be held within a short period of the closing date for receipt of completed application forms.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of HR Management & Organisational Reform.

The deadline for receipt of applications is 5pm on Friday, 27 April 2018.

Applications lost or delayed in the post will not be considered unless official evidence of posting can be produced. Candidates should not enclose any CVs or related documents with their applications – any enclosures will not be considered and may not be returned.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Cork City Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Cork City Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

GENERAL INFORMATION

Health

For the purpose of satisfying the requirement as to health it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Pension Arrangements and Retirement Age

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 and 2003. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

Period of Acceptance

Cork City Council will require the person to whom appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period the Council in its absolute discretion may determine, the Council shall not appoint him/her.

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

If this post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Cork City Council is an equal opportunities employer.

COMPETENCY FRAMEWORK

Delivering Results – Problem Solving & Decision Making

Can pinpoint the critical information and can addresses issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.

- Assimilates information from across their area of operation, assesses risk and identifies key elements and potential solutions.
- Addresses issues logically and on a step by step basis.
- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair and transparent manner.
- Shows good judgement and balance in making decisions or recommendations.
- Considers the requirement for inter and cross organisational decision making and actions.

Delivering Results - Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement.

Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

- Organises the delivery of services to meet or exceed the required standard.
- Delivers services, projects and tasks on time, within budget.
- Critically evaluates outcomes and processes used to achieve them.
- Identifies and implements improvements in core work processes and outcomes.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in Public Service delivery.
- Provides constructive feedback to suppliers and contractors to improve their service delivery and organisational capability, and to enhance the working relationship.

COMPETENCY FRAMEWORK

Performance through People - Communicating Effectively

Recognises the value of and requirement to communicate effectively with all employees. Has effective verbal and written communication skills. Has good interpersonal skills.

- Is clear in all communications, considering the audience in getting the message across.
- Actively listens to others and looks for feedback on the message being communicated.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.
- Puts in place systems and mechanisms to make best use of available information.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Writes fluently – clearly structuring written communication.