ASSISTANT ENGINEER

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY, 2 AUGUST 2019

Four copies of the completed application form should be sent to People & Organisation Development, (Post of Assistant Engineer), Cork City Council, City Hall, Cork, T12 T997

NOTE: WE ARE UNABLE TO ACCEPT E-MAILED VERSIONS OF THE APPLICATION FORM.

Only an original form signed by the applicant will be accepted.
**Background**
Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City; there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of just over €166 million for 2019 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public services.

Cork City Council invites applications on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for Assistant Engineer may be filled. Positions may arise in any area of the Council’s functions which include Infrastructure, Operations and Housing.

**The Role**
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 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.

**Main Responsibilities**
Working under the supervision of a Senior Engineer or other designated officer, the Assistant Engineer will:-

- Carry out engineering and ancillary duties as assigned and provide support to senior personnel.
- Have responsibility in the management of outdoor operational crews.
- Aid in the designing and preparation of contract documents, tendering, drafting recommendations on appointment of successful service providers and contractors.
- Supervision and contract administration of service and work contracts.
- Assist in the preparation and management of programmes and budgets.
- Identifying opportunities for improvements or achievements of efficiencies in service delivery.
- Maintaining and proactively developing a culture of Health and Safety in the workplace.
- Ensuring compliance with Health and Safety legislation and regulations, and Cork City Council’s Safety Management Systems.
- Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement requirements.
- Implementation and development of in-house quality management systems.
- Assist in assessing planning applications from an engineering perspective.
- Dealing efficiently, effectively and professionally at all times with residents, businesses, community groups, elected members, Local Authorities, Government Departments and stakeholder.
- 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.
• Deputising for the Executive Engineer or other senior grade when required.
• Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

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.

QUALIFICATIONS FOR THE POST

The Minister for Housing, Planning and Local Government has deemed that the qualifications for the position of Assistant Engineer shall be as set out hereunder:

1. **Character**
   Candidates shall 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. **Education, Experience, etc.**
   Each candidate must, on the latest date for receipt of completed application forms:
   i. Hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
   ii. Have at least two years’ satisfactory relevant engineering experience; and
   iii. Possess a high standard of technical training and experience,

**Desirable Skills**

• Knowledge of health & safety legislation and safety regulations.
• Have satisfactory experience in the management of staff and in organising and implementing work programmes;
• The ability to demonstrate good analytical and IT skills.
• Evidence of planning and organising skills including awareness of resource management.
• Report writing and presentation skills and the ability to communicate clearly with others.
• Evidence of self sufficiency, being capable of evaluating proposals and identifying improvements on a proactive basis and adapting readily to change.
• An ability to manage deadlines and effectively handle multiple tasks.
• Proven ability to:
  - Identify problems and contribute to solutions;
  - Communicate effectively;
  - Deliver quality work and services;
**Salary**
Salary scale for the position of Assistant Engineer is:

€38,081 - €40,457 - €42,200 - €43,963 - €45,712 - €47,464 - €49,224 - €50,976 - €52,726 - €54,481 - €56,244(Max) - €58,047(LSI 1) - €59,852(LSI 2)

Applicants should note that entry point to the salary 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.

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.

**Duties**
In accordance with Section 159(3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions 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 the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

**Probation**
(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 People & Organisation Development.

(c) Such person shall cease to hold the position at the end of the period of probation unless during such period the Director of People & Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the Director of Service.

**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. The role will involve flexible working hours and will include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authorities. 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**
Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

*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.*
POST OF ASSISTANT ENGINEER

FORMAT OF THE COMPETITION

Only applications on the official application form will be accepted. Applications will initially be assessed to ensure they meet the minimum requirements for the post.

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.

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 post 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 People & Organisation Development.

The deadline for receipt of applications is 5pm on Friday 2 August 2019.

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.

POST OF ASSISTANT ENGINEER
**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 as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

**GENERAL DATA PROTECTION REGULATION**

*Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, once enacted and the General Data Protection Regulation.*

- **Basis for Processing your Personal Information**
  The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details recording your record of employment, details of referees and confirmation of if you require an employment permit /visa/ or work authorisation. 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. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**
  Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/ or interview board. If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned. Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service queries, employment references and/or character references as required.

- **Storage period**
  Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council’s Privacy Statement can be assessed at: [http://www.corkcity.ie/services/corporateandexternalaffairs/data%20protection/](http://www.corkcity.ie/services/corporateandexternalaffairs/data%20protection/)
**Garda Vetting**
The post of Assistant Engineer may come within the scope of the Local Authorities Garda Vetting Scheme.

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. **Accordingly candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.**

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 from the position being sought.

Cork City Council is an equal opportunities employer.
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<th><strong>Identifying Problems and Contributing to Solutions</strong></th>
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<tr>
<td>Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions. Makes decisions in a timely, clear and well informed way.</td>
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<td>- Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.</td>
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<td>- Shows good judgement and balanced decision making.</td>
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<td>- When evaluating a complex issue, takes into account a range of factors beyond the immediate situation.</td>
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<td>- Has the conviction to make and stand over decisions based on limited information, where necessary.</td>
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<th><strong>Communicating Effectively</strong></th>
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<td>Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.</td>
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<td>- Writes reports, memos and emails in a clear and concise manner.</td>
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<td>- Responds in a timely and accurate way to requests for information.</td>
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<td>- Influences others effectively to get support and commitment to proposals or suggestions.</td>
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<td>- Makes a case in a confident and credible manner</td>
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<th><strong>Delivering Quality Work and Services</strong></th>
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<td>Sets and implements high standards of service delivery. Closely monitors quality of activities and takes initiatives to improve work processes over time.</td>
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<td>- Sets clear standards for the quality of work of all main work areas.</td>
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<td>- Demonstrates a strong customer service ethic and example with internal and external customers.</td>
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<td>- Reviews and measures the quality of work.</td>
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<td>- Intervenes immediately and decisively where there is a problem with service quality.</td>
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<td>- Ensures that all staff understand and comply with the required quality standards.</td>
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