EXECUTIVE TECHNICIAN - ELECTRICAL

DETAILS OF QUALIFICATIONS AND PARTICULARS

CLOSING DATE: 5PM FRIDAY, 9 AUGUST 2019

Five copies of the completed application form should be sent to People & Organisation Development, (Post of Executive Technician - Electrical), 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 duly signed by the applicant will be accepted.
Cork City Council is establishing a panel from which permanent or temporary Executive Technician - Electrical may be filled.

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.

The Role

The Executive Technician - Electrical will be based in the Transportation Division and is responsible for the operation, monitoring and maintenance of public Lighting including the performance, management and supervision of the public Lighting Infrastructure with specialist contractors which will number circa 24,000 lighting assets in both the City and metropolitan area.

Requirements & duties:
The requirements and duties of the post of Executive Technician - Electrical may include, but are not limited to the following:

- Update and control the Public lighting Deadsure asset management and ITS databases and assist with the day to day operation of the service provision.
- Ensure monthly updates of energy consumption to the UMR and assist in the specification of energy saving measures.
- Liaise with Contracting Specialists and internal staff to maintain electrical and assets records as built and safety files up to date.
- Participate in the assessment of public lighting schemes for planning conditions and review enforcement files.
- Assist team members with the design and specification of public lighting schemes for traffic routes.
- Assist the Responsible Manager in the preparation of managerial reports, public liability cases, etc.
- Attend and advise on site including Taking-in-Charge, Factory Acceptance Tests and Site Acceptance Tests for street lighting schemes and electrical supply arrangements to facilitate all ITS infrastructure.
- Undertake the monitoring and logging of system faults, maintain records, data sets and advise on the rectification of faults and improvements to be considered in the context of managing the ITS and public lighting assets.
- Working as part of a team on the preparation of reports and identification of requirements in relation to, traffic signals, public lighting, energy saving, electrical safety, metered and unmetered electrical supplies & ITS issues for the Infrastructure Development Directorate.
- Liaising with other City Council Departments, external project offices and other Local...
Authorities as required, providing technical support, reports and site visits.

- Taking part as required in EU projects and supporting the ongoing ‘Smart Cities’ projects.
- To facilitate the use and deployment of EVs and Pedelecs on the City Council’s fleet to support more sustainable modes of travel.
- Work with and instruct contractors, when necessary
- Participate, promote and advise on Cork City Council’s health and safety processes and procedures.
- To write clear and concise reports, when necessary.
- Undertaking training as required by the City Council which he/she is designated to attend;
- Carry out any other duties that may be assigned by the line manager or his/her nominee from time to time.

The ideal candidate shall:
- Have a good knowledge/ experience of engineering, electrical services;
- Excellent interpersonal and communication skills;
- The ability to work on their own initiative without continuous supervision;
- Excellent computer skills with the ability to write technical and statistical reports and good information/ data management;

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 declared that the qualifications for the position of Executive Technician shall be as set out hereunder:

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:

   (a) have satisfactory experience, in a technician post at Grade II or higher level or in an analogous post under a local authority or health board in the State,
   (b) have at least five years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
have adequate experience in the supervision and control of staff.

4. **Desirable Criteria**
   - Ability to demonstrate capacity in the following competency areas, Delivering Results, Performance through People and Personal Effectiveness.
   - Hold a recognised qualification (level 6 in the National Framework of Qualifications) in engineering or another relevant academic qualification.
   - Have satisfactory experience in public lighting or electrical systems or road transport/traffic operations, or database management or in the deployment or maintenance of technology driven distributed systems.
   - Have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
   - Have good knowledge and awareness of Health and Safety Legislation & Regulations, the implications for the organisation and the employee and their application in the workplace.

**Principal Conditions of Service**

**Salary**
The salary scale for the position of Executive Technician - Electrical is:


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
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 People & Organisation Development;

(c) Such person shall cease to hold the post 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).

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, disqualification and medical limitation on driving.

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. 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. 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 People & Organisation Development.

The deadline for receipt of applications is 5pm on Friday, 9 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 executed.
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.

**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.

**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 Personal 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**
  
  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. 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 for the position being sought.

  Cork City Council is an equal opportunities employer.
COMPETENCY FRAMEWORK

Delivering Results – Delivering Quality Outcomes and Ensuring Compliance

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of your duties.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.
- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Critically evaluates outcomes and processes used to achieve them.
- Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority.
- Refers to relevant professional documents as required.

Performance Through People – Communicating Effectively

Recognises the value of and requirement to communicate effectively.

Has effective verbal and written communication skills.

Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across.
- Writes fluently, clearly structuring written communication.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.

Personal Effectiveness – Personal Motivation and Initiative

Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.

- Adopts a positive and constructive approach to work.
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Manages own time effectively to achieve objectives.
- Shows a high level of commitment to the wider organisation.