Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Litter Warden

Cork City Council

Closing Date:

Friday 27th November 2026

To be read in conjunction with

Our Candidate Information Booklet

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, Legal Affairs, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: Cork City Council Corporate Plan 2024–2029

Vision, Mission, & Values

Our Vision

Make Cork City Better

Our Values

Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.

Integrity

We act honestly, openly and fairly in all our dealings.

Respect

We treat all people with respect

People Centred

We engage with people in a fair, courteous and timely manner. We strive for continous improvement.

Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.

Ambitious

We work to attract investment to the City

Our Mission

People – A City of Welcomes where a Public Service ethos is at the core of how we do business.

Place – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

Prosperity – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



THE ROLE

The Litter Warden is responsible for maintaining and improving the cleanliness and appearance of Cork City by promoting responsible waste disposal and enforcing litter and waste management legislation and local bye-laws. The role involves actively patrolling designated areas, monitoring public spaces and investigating complaints relating to littering, illegal dumping and improper waste disposal.

The Litter Warden engages with members of the public, local businesses and community groups to raise awareness of litter prevention and encourage responsible environmental practices. The role also involves responding to complaints and enquiries, providing advice and guidance, and working collaboratively with relevant stakeholders to address litter and waste management issues.

A key responsibility is the enforcement of relevant legislation through gathering evidence, issuing fines and preparing cases for prosecution, including attending court where required. The Litter Warden also monitors and reports on environmental issues, identifies areas requiring intervention and takes a proactive approach to preventing repeat offences.

Through effective enforcement, public engagement and environmental awareness initiatives, the Litter Warden contributes to maintaining clean, safe and attractive streets, parks and public spaces, supporting Cork City Council's commitment to a sustainable and welcoming city for residents, businesses and visitors.

DUTIES

The key duties and responsibilities of the post of Litter Warden include, but are not limited to, the following:

- Enforcing the Litter Pollution Acts 1997 and 2003, as amended.
- Enforcing the Waste Management Acts 1996 and 2001, as amended.
- Enforcing Cork City Council's Wheel Bin bye-laws, Segregation and Presentation of Household and Commercial Waste bye-Laws, and other relevant bye-laws made under the Waste Management Acts and Litter Pollution Acts, as amended.
- Patrolling and monitoring areas within the administrative area of Cork City Council to identify and address littering, illegal dumping and other waste management offences.
- Visiting commercial premises to provide advice and guidance on the appropriate disposal of waste through suitably authorised private waste collectors.
- Examining illegally dumped waste, including waste bags, where appropriate, to identify offenders and obtain evidence to support the issuing of fines and the initiation of legal proceedings.
- Identifying and investigating locations where household, commercial and industrial waste is being illegally dumped.

- Identifying abandoned vehicles on public open spaces, excluding public roads, researching ownership details and reporting findings to the supervisor to facilitate their removal.
- Preparing clear and accurate reports on suspected breaches of relevant legislation and bye-laws for the purpose of enforcement action and potential prosecutions.
- Maintaining accurate records and photographic evidence of suspected offences to support legal proceedings and attending court to give evidence as required.
- Identifying and reporting spillages from vehicles and skips onto public roadways, including grain, fertiliser, oil, slurry, concrete and windblown materials.
- Monitoring designated illegal dumping locations, as directed by the supervisor, and gathering evidence to support enforcement action against offenders.
- Investigating complaints relating to illegal dumping on private property.
- Investigating complaints and enquiries received by Cork City Council from members of the public concerning littering, waste disposal and breaches of relevant bye-laws and legislation.
- Monitoring fly-posting, the distribution of advertising leaflets on vehicles and graffiti throughout the City Council's administrative area, identifying those responsible and taking appropriate action to secure their removal and pursue enforcement proceedings where warranted.
- Using persuasion and advice to discourage the inappropriate disposal of commercial and domestic waste in public street litter bins.
- Promoting litter awareness and encouraging responsible waste disposal through public engagement, advice and cooperation with residents, businesses and other members of the community.
- Assisting with the organisation and promotion of anti-litter campaigns and initiatives in conjunction with community associations, residents' associations, schools and other relevant groups, as directed by the supervisor.
- Identifying and reporting breaches of Section 52 of the Local Government (Planning and Development) Act 1963, as amended, relating to the illegal dumping of waste on derelict sites and buildings.

QUALIFICATIONS FOR THE POST

Character

Candidates shall be of good character.

Health

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

Education, Experience, etc.,

Candidates shall on the latest date for receipt of completed application forms for the post:

i. Each candidate must have a standard of education sufficient to enable them to efficiently carry out their duties, which will include record keeping and report writing.

Driving Licence

The successful candidate **must** hold a full, clean and valid Category B driving licence, free from disqualifications, as driving is an essential requirement of the post.

The successful candidate will be required to maintain a valid driving licence throughout their employment. Any change in driving licence status that affects their ability to carry out the duties of the post must be brought to the attention of Cork City Council and will be addressed in accordance with the Council's policies and procedures.

Desirable Skills and Competencies

It is desirable that candidates demonstrate proficiency in the use of Information Technology, including Microsoft Word, Excel, Outlook and internet-based applications. The role will require the effective use of electronic devices, including tablets and mobile phones, to support inspections, record-keeping, evidence gathering and communication.

The ideal candidate will be able to demonstrate competence in the following areas, as outlined in the Competency Framework:

- Delivering Quality Work and Services.
- Communicating Effectively.
- Personal Motivation and Initiative.

COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview (should they be called) that they possess these competencies through the experience and skills they have gained to date.

DELIVERING QUALITY WORK & SERVICES Develops and maintains high standards of service delivery in accordance with operational plans.
• Demonstrates a strong customer service ethos. Takes pride in the quality of service delivered and constantly seeks to improve it. • Regularly reviews and measures quality of his or her work. • Contributes ideas and suggestions as to how service activities can be improved. • Undertakes training as required to continuously improve quality work output.
COMMUNICATING EFFECTIVELY Recognises the value of and requirement to communicate effectively.
• Listens, clarifies, and check back to understand someone else's perspective. • Check understanding rather than making assumptions. • Makes sure that important information is communicated in a timely way. • Demonstrates good written and verbal skills where required and has good interpersonal skills. • Responds in a timely and accurate way to requests for information.
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 and responsibilities. Takes the initiative and is proactive in addressing issues.
• Is positively motivated to deliver a quality service to the public. • Adopts a positive and constructive approach to work. • Learns from experience and seeks to constantly improve performance. • Brings enthusiasm and dedication to the work role. • Takes initiative when he or she sees the opportunity to contribute.

Salary

Remuneration for the position of Litter Warden is:
€784.46 – €792.27 – €800.47 – €809.16 – €811.64 – €820.39

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011 will enter the scale at the minimum point.

Hours of Duty

- The successful candidate will be required to work 39 hours per week over five days, Monday to Friday. The normal working hours for Litter Wardens are:
  Monday to Thursday: 7:15 a.m. to 3:45 p.m.
  Friday: 7:15 a.m. to 2:45 p.m.
- The successful candidate may be required to work reasonable overtime, including Saturdays, and to respond to emergency call-outs outside normal working hours. Appropriate overtime rates will apply. Where Saturday work is required, an additional day off will be provided.
- Starting and finishing times may vary depending on operational requirements. The Council reserves the right to amend working hours and working arrangements from time to time.
- The postholder may be required to attend for duty outside normal working hours in accordance with the Council's operational and emergency requirements.
- All working hours and overtime arrangements will be subject to the provisions of the Organisation of Working Time Act 1997, as amended, and other relevant legislation.
- The above outlines the principal conditions of service and is not intended to be an exhaustive list of the terms and conditions of employment, which will be set out in the contract of employment of the successful candidate.

Garda Vetting

This post may come within the scope of the **Local Authorities Garda Vetting Scheme**. Further information is available in our **Candidate Information Booklet**, which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the **General Data Protection Regulation (GDPR)**.

Equality, Diversity & Inclusion

Cork City Council is an **equal opportunities employer**. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

Closing Date

The deadline for receipt of applications is **Friday 27th November 2026.**