



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Executive Technician:

- **Civil**
- **Architectural & Construction**
- **Building Surveying, Inspection & Control**
- **Property and Estate Management**

Closing Date:

4pm, Friday 18th September 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 continuous 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

1. **Executive Technician (Civil):**

The Role

The position of Executive Technician (Civil) is a senior technical role within the City Council and may be assigned across a range of Directorates, including Infrastructure Development, Housing, and Operations (Roads and Parks).

The role requires a high level of technical expertise in Civil Engineering within a local authority context. The successful candidate will provide technical, supervisory and advisory support across a broad range of functions, contributing to the planning, design, delivery and maintenance of infrastructure and public realm projects.

The Executive Technician will work both independently and as part of a multidisciplinary team, supporting the delivery of high-quality, safe and cost-effective services to the public.

Key Responsibilities

The duties of the post include, but are not limited to, the following:

Technical & Project Delivery

- Prepare tender documentation including drawings, specifications and pricing documents.
- Assist in the assessment of tenders and preparation of recommendation reports.
- Prepare technical reports and present findings to internal and external stakeholders.
- Support the design, planning and delivery of civil engineering projects.
- Carry out site inspections, surveys, measurements and material sampling as required.

Data Management & Systems

- Maintain accurate and up-to-date records in paper, electronic and GIS-based systems.
- Update and manage spatial data using systems such as GIS.
- Utilise technical software packages including AutoCAD and ArcGIS.

Health & Safety

- Promote and ensure compliance with Health & Safety legislation and Council policies.
- Contribute to risk assessments, method statements, inspections and incident investigations.
- Participate in the development of safe systems of work and toolbox talks.

Financial & Resource Management

- Assist in budget preparation and monitor expenditure to ensure cost control.
- Support efficient allocation and use of resources across projects.

Supervision & Teamwork

- Supervise and support technical and operational staff where required.
- Work collaboratively as part of a team to deliver organisational objectives.

Executive Technician

- Provide guidance and technical support to colleagues.

Stakeholder Engagement

- Represent the Council at meetings with internal and external stakeholders.
- Liaise with contractors, consultants and the public as required.
- Supervise contractors and consultants to ensure compliance with contract requirements.

Regulatory & Reporting Functions

- Prepare reports on planning applications and other statutory submissions.
- Assist in the investigation and reporting of public liability cases.

General

- Undertake training and continuous professional development as required.
- Carry out any other duties appropriate to the role as may be assigned from time to time.

2. Executive Technician (Architectural and Construction):

The Role

The Executive Technician (Architectural & Construction) is a key member of the City Architect's in-house design and project management team, supporting the delivery of housing, civic buildings, public realm projects, and conservation works.

This role offers an opportunity to contribute to a growing local authority with an ambitious programme focused on the development of social housing, enhancement of civic infrastructure, and the conservation and refurbishment of existing buildings.

The successful candidate will support the design, detailing and delivery of a wide range of architectural projects, ensuring that all work is carried out in accordance with current Building Regulations, best practice standards, and project timelines. The role involves close collaboration with architects, engineers, contractors, and other stakeholders.

Key Responsibilities

The duties of the post include, but are not limited to, the following:

Design & Technical Delivery

- Prepare detailed design drawings and production information across a range of architectural projects.
- Assist in the preparation of tender documentation, including drawings, specifications and schedules.
- Support the development of high-quality construction detailing in compliance with Building Regulations.
- Produce presentation drawings and visual material to support planning submissions.

Digital & BIM Capability

- Utilise industry-standard software including Revit (BIM), AutoCAD and Adobe Photoshop.
- Prepare and manage BIM models and associated documentation.
- Contribute to the production of specifications using systems such as NBS Chorus.

Project & Programme Support

- Support the delivery of projects within defined timelines, ensuring accuracy and attention to detail.
- Assist in coordinating design information across project stages.
- Contribute to meeting programme targets across multiple concurrent projects.

Compliance & Health & Safety

- Ensure all design work complies with Building Regulations (1997–2020 and subsequent updates).
- Apply knowledge of Health & Safety legislation relevant to building design and construction.
- Participate in site inspections to monitor quality, compliance and progress.

Site & Construction Interface

- Attend site as required to carry out inspections and assess works.
- Liaise with contractors and project teams to ensure adherence to design intent and specifications.

Team Support & Coordination

- Support and coordinate architectural staff as required.
- Work collaboratively within a multidisciplinary team environment.

Systems & Continuous Improvement

- Support the management and effective use of architectural IT systems, including coordination with ICT services.
- Contribute to maintaining efficient digital workflows, storage and backup systems.

General

- Undertake training and continuous professional development as required.
- Carry out any other duties appropriate to the role as may be assigned from time to time.

Candidate Profile

The ideal candidate will demonstrate:

- Thorough understanding of current Irish Building Regulations and Planning Regulations.
- Experience of working on medium and large-scale social housing and/or civic projects.
- Strong experience in architectural detailing and the preparation of planning, tender and construction documentation.
- Proficiency in Revit and AutoCAD would be an advantage.
- Ability to work effectively both independently and as part of a multidisciplinary team.

3. Executive Technician (Building Surveying, Inspection and Control):

The Role

The Executive Technician (Building Surveying, Inspection & Control) is part of a multidisciplinary team within the Fire and Building Control Department.

Reporting to the Senior Executive Building Surveyor, the role involves providing technical support and advice in the administration and enforcement of Building Control legislation. A key aspect of the position is the inspection of active construction sites and existing structures to assess compliance with Building Regulations, Dangerous Buildings legislation, and accessibility requirements.

The role is central to safeguarding public safety and ensuring the integrity of the built environment, through the effective interpretation and application of building legislation, standards, and Council policies.

Key Responsibilities

The duties of the post include, but are not limited to, the following:

Building Control & Regulatory Functions

- Assist in the administration and implementation of relevant legislation, including the Building Control Acts 1990-2025, Building Regulations 1997-2024, and associated regulations.
- Assess applications, including Disability Access Certificates, for compliance with statutory requirements.
- Review building designs and construction proposals to determine compliance with Building Regulations.

Inspection & Enforcement

- Carry out inspections of construction works at all stages to assess compliance.
- Monitor and investigate potential breaches of Building Regulations and take appropriate action.
- Maintain detailed and accurate records of inspections and enforcement actions.
- Issue warnings or cautions where non-compliance is identified.

Dangerous Buildings & Public Safety

- Investigate and report on buildings or structures considered dangerous.
- Undertake site visits and prepare reports in relation to public safety concerns.
- Support enforcement actions under the Local Government (Sanitary Services) Act, 1964, including attendance at court and provision of evidence where required.

Site & Stakeholder Engagement

- Liaise with builders, developers, design professionals and members of the public.
- Provide guidance and technical advice on compliance requirements.

- Represent the Council in enforcement and regulatory matters as required.

General

- Maintain up-to-date knowledge of relevant legislation, regulations and industry practices.
- Undertake training and continuous professional development as required.
- Carry out any other duties appropriate to the role as may be assigned from time to time.

Candidate Profile

The ideal candidate will demonstrate:

- A strong working knowledge of Building Regulations and Construction Products Regulations.
- A thorough understanding of construction methods across a wide range of building types and materials.
- Experience in building inspection, compliance assessment, or a related field.
- The ability to interpret and apply legislation in a practical and consistent manner.
- Strong report writing, record-keeping and communication skills.
- The ability to work independently and as part of a multidisciplinary team.

4. Executive Technician (Property and Estate Management):

The Role

The Executive Technician (Property & Estate Management) is a senior technical position within the Property Department, Corporate Affairs & International Relations Directorate, reporting to the Chief Technician.

The role involves supporting the effective management of the City Council's property portfolio, including land and property acquisition and disposal, title investigation, and the maintenance of property records. The position requires a strong understanding of property-related legislation, mapping systems, and local authority procedures.

The successful candidate will provide technical, advisory and project support across a broad range of property and estate management functions, contributing to the strategic management and development of Council-owned assets.

Key Responsibilities

The duties of the post include, but are not limited to, the following:

Property & Estate Management

- Support the management and maintenance of the City Council's property register.
- Assist in the acquisition and disposal of land and property, including rights of way and wayleaves.
- Contribute to the active management of a large and diverse property portfolio.

Valuation, Investigation & Title

- Undertake inspections and surveys of property, including boundary verification against legal title.
- Investigate property ownership and prepare supporting documentation.
- Assist in the examination and assessment of property titles.

Compulsory Purchase & Statutory Processes

- Support the preparation and implementation of Compulsory Purchase Orders (CPOs).
- Assist in the preparation and service of statutory notices.
- Attend oral hearings or arbitration proceedings as required.
- Undertake investigations relating to compulsory acquisition, including under the Derelict Sites Act.

Technical Advice & Stakeholder Support

- Provide technical advice on property ownership and related matters to internal departments, the Law Agent's Office and external stakeholders.
- Liaise with relevant parties to resolve property-related issues.

GIS & Data Management

- Support the development and maintenance of a GIS-based Property Interest Register.
- Provide mapping and spatial analysis to support property investigations and statutory processes.

Project Management

- Manage small to medium-sized projects from inception through to completion.
- Support the delivery of property-related initiatives and programmes.

General

- Maintain up-to-date knowledge of relevant legislation and best practice.
- Undertake training and continuous professional development as required.
- Carry out any other duties appropriate to the role as may be assigned from time to time.

Candidate Profile

The ideal candidate will demonstrate:

- Knowledge of land and property acquisition and disposal processes.
- Experience or familiarity with Compulsory Purchase Orders and associated hearings.
- An understanding of relevant legislation, including Landlord and Tenant Acts, Derelict Sites Act, and property registration procedures.
- Experience working with the Property Registration Authority of Ireland processes.
- A good understanding of construction technology and Building Regulations.
- Proficiency in technical software such as AutoCAD and GIS (e.g. ArcGIS).
- Skills and experience in one or more of the following areas: property/estate management, project management, engineering or planning.

- Strong analytical, organisational and communication skills.

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. 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,
- ii. Have at least five years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- iii. Have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work,
- iv. Possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- v. Have adequate experience in the supervision and control of staff.

Desirable Skills

Candidates must be able to demonstrate competence in the following key areas:

- Problem Solving & Decision Making
- Delivering Quality Outcomes and Ensuring Compliance
- Personal Motivation, Initiative and Achievement

Additional Requirements

It is desirable that candidates hold a full clean driving licence and/or have access to a car.

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.

PROBLEM SOLVING AND DECISION MAKING

Can pinpoint the critical information and can address 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 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.

PERSONAL MOTIVATION, INITIATIVE AND ACHIEVEMENT

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations, and acting to pre-empt problems. Creates new opportunities.

- Is self-motivated and persistent in face of difficulty.
- Responds positively to the challenges of the role.
- Keeps up with current developments, trends, and best practice in area of expertise and responsibility.
- Demonstrates and encourages innovation and new thinking.
- Manages own time effectively to achieve objectives.

Salary

The salary scale for the post is:

€52,964 - €54,212 - €55,506 - €56,824 - €58,161 - €59,489 - €61,429 (LSI 1) - €63,367 (LSI 2)

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 standard working week is **35 hours per week**. The role may, on occasion, require evening or weekend work.
- Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority. The Council reserves the right to alter 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 (Regulations) Act, 2001**.

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 **4:00pm on Friday 18th September 2026**.