



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Post of Mason

Cork City Council

**Closing Date: Friday, 22nd August 2025
at 4.00pm.**

**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 €325 million for 2025 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, People & Organisation Development, 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](#)

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



THE POSITION

Cork City Council is establishing a panel for the position of Mason from which permanent and temporary vacancies may be filled from time to time. This is a hands-on role that offers the opportunity to play an essential part in maintaining and enhancing the city's infrastructure, housing, parks, and public spaces. As Cork continues its ambitious growth, this position provides a chance to directly contribute to the city's future while preserving its rich heritage.

As a Mason, you will be responsible for a variety of tasks, including construction, repairs, and restoration of buildings, pathways, and structures. This dynamic role will see you working across Cork City, ensuring the safety, functionality, and aesthetic appeal of public spaces, facilities, housing, and historical landmarks.

Key aspects of the role may include:

- Engaging in restoration projects on historical stone walls, monuments, and heritage sites, preserving Cork's unique character while maintaining high-quality craftsmanship.
- Collaborating with road maintenance crews on footpath repairs, kerb laying, and other essential construction tasks that enhance the city's accessibility and usability.
- Contributing to the upkeep and improvement of parks, open spaces, and cemeteries, ensuring these areas remain inviting and safe for the community.
- Utilising technical skills and problem-solving abilities to work with a variety of materials such as slate, sandstone, and marble, crafting high-quality and long-lasting results.
- Carrying out maintenance and repair work on Council properties, including local authority housing, to ensure residents have safe and well-maintained homes.

This position offers variety, from hands-on site work to interpreting technical plans, and includes the chance to work both independently and as part of a dedicated team. You will receive ongoing training and development opportunities, including essential health and safety certifications, ensuring you remain at the forefront of your craft.

If you are passionate about construction, restoration, and contributing to a growing and thriving community, this role is for you. Join Cork City Council and become a vital part of its transformation while preserving its heritage and enhancing its housing and public spaces.

THE ROLE

Main Responsibilities

Outlined below are the duties for the post of Mason. Please note that this is not an exhaustive list.

The following is a list of possible duties for a Mason assigned to Roads Maintenance:

- Perform as required block laying, kerb laying, concreting and associated works and necessary repairs and any other general construction work as required to include completion of minor repairs of masonry and old stone walls.
- To work as part of a road maintenance crew undertaking concrete footpath repairs, general roadwork repairs, general road duties.

The following is a list of possible duties for a Mason assigned to Parks:

- Setting concrete foundations for public seating throughout the city.
- Mixing grout and cement.
- Cutting and shaping i.e. stones and paving to desired dimensions.
- Laying and placing i.e. stones and paving according to the construction plans or project specification.
- Smoothing and polishing stones and concrete.
- Repair damaged stonework's on buildings and monuments.
- Digging trenches using a pick and shovel.
- Build stone walls or fit cladding using mortar and special fixings.
- Repair to damaged concrete public pathways.
- Repair works within the city parks and cemeteries to existing edging and pointing.
- Working with different materials including slate, sandstone, limestone, marble and granite.
- Interpreting technical drawings.
- Working with a range of hand tools.
- Working indoors or outdoors, sometimes at height and in dusty environments.
- Work with a crew of 4 or more.
- Construction & maintenance within the city's parks, cemeteries and open spaces.
- Required to be available for emergency or overtime as needed.

The following is a list of possible duties for a Mason assigned to Housing Maintenance:

- Carry out maintenance/repairs to Council properties/buildings appropriate to the post.
- Deal with members of the public in a courteous, prompt and efficient manner and to keep the appropriate supervisor informed of such dealings.
- Participate fully in any initiatives aimed at increasing quality of service and customer satisfaction.
- Participate in training provided by Cork City Council.
- Use as directed and upon receipt of appropriate training, information technology equipment, including personal computers, mobile devices and other equipment as may be directed.
- Co-operate with their supervisors in the operation of various works programmes by taking a flexible approach to the range of assigned works to be undertaken from time to time as well as any other appropriate duties that may be assigned to them.

- Keep and furnish such records and reports relating to their duties as directed by the Council's Housing Maintenance Manager and/or supervisory staff.
- Arrange the supply of materials necessary for maintenance or repair work and to keep appropriate records of same.
- Maintain stock levels as required in any council vehicle.
- May be required to drive a Council vehicle in the course of their duties and to use whatever mode of communication is provided.
- Carry out such work of a manual inspection or clerical nature as may be assigned from time to time.
- May be required to work out of hours as part of the Council's emergency on call response service.
- Operate any existing technology and any new technology pertinent to their duties which may be introduced in the future.
- Participate in mandatory Health and Safety training and all other training as required.
- Carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

The above specification is not intended to be a comprehensive list of all duties involved. Accordingly, the post holder may be required to carry out other duties as appropriate to the role as assigned from time to time and to contribute to the ongoing development of the post while in office.

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. **Education, Training, Experience, etc.**

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

- a) Have served a recognised apprenticeship as a Mason **or** have a QQI/FETAC Advanced Certificate Level 6 in Brick and Stonelaying or Stonecutting and Stone Masonry **or** a National Craft Certificate in Brick and Stonelaying or Stonecutting and Stone Masonry **or** hold an equivalent qualification and documentary evidence in support of that, to the satisfaction of the Local Authority
- b) Have a minimum of **five years** post qualification experience.
- c) Have a standard of education that will enable the applicant to satisfactorily perform the duties of the position.
- d) Possess good organisational and communication skills.

4. **Driving Licence**

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

5. **Safepass**

Candidates must have a current Safe-Pass registration card prior to being appointed.

6. **Desirable Skills**

Candidates should also be able to demonstrate a strong ability in the following areas (*Please refer to Competency Framework on page 8 for more information*):

- Delivering Quality Work and Services
- Personal Effectiveness
- Safety, Health and Welfare at Work
 - Have a knowledge and understanding of health and safety legislation and procedures as they apply to the role of mason.
 - Have relevant experience in working in local authority housing or domestic housing installations or similar.
 - Have a capability or aptitude for I.T. systems (e.g. email, word, excel, etc and CRM (or similar systems) or, if not, to be willing to undertake any necessary training or up-skilling required.
 - Have experience of interacting effectively with members of the public
 - Have a satisfactory understanding and awareness of Health and Safety in the workplace.
 - Be able to demonstrate flexibility and the ability to react quickly and effectively in response to service requirements.
 - Be able to work under their own initiative and problem solve.
 - Have good written and verbal communication skills.

Competency Framework

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

Candidates may be short-listed on the basis of the information provided in their application form so careful attention should be given when completing application to ensure that relevant experience and competencies are highlighted.

Delivering Quality Work and Services

Promotes the achievement of quality outcomes in delivering services. Abides by the laws, regulations, policies and procedures affecting the discharge of the duties of Carpenter.

- Delivers a high standard of service.
- Manages time and workload effectively.
- Takes the initiative when he or she sees the opportunity to make a contribution.
- Takes pride in the quality of service delivered and constantly seeks to improve it.
- Contributes ideas and suggestions as to how service activities can be improved.
- Discusses quality, improvements and performance measures.

Personal Effectiveness

Recognise the value and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills. Relates well to others and maintains positive working relationships.

- Works as part of a team to ensure delivery of plans and schedules.
- Has a strong team ethic of co-operation and mutual support.
- Operates as a team leader and motivates others in individual and team situations.
- Manages the role, performance and contribution of each staff member for which they are responsible.
- Addresses conflict or dissatisfaction in a constructive manner.
- Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

Safety, Health and Welfare at Work

Co-operates fully in implementing safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety for their area of work.

- Assists in the enhancement of a safety culture within their area in compliance with Health and Safety legislation.
- Always adheres to safe systems of work and appropriate Health and Safety processes in their area of work.
- Complies with all statutory, legal and quasi statutory rules, regulations and guidelines covering Safety, Health and Welfare at Work issues and fully discharges their role responsibilities in this area.
- Fully participates in appropriate Safety, Health and Welfare training interventions and always keeps personal Health and Safety training qualifications current.

PRINCIPAL CONDITIONS OF SERVICE

Salary

Remuneration will be at the Craftworker scale of the national wage scales. The present minimum of the scale is €788.63 rising to €908.30 via annual increments subject to satisfactory performance. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Environment, and Local Government. 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.

The wages scale for the post is:

Weekly wage: €796.52 – €819.00 – €873.02 – €878.62 – €884.11 – €889.68 – €895.22 – €900.77 – €906.31 – €911.87 – (Max) €917.38

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

Where a person who is not already a pensionable 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 six months and may be extended at the discretion of the Director of HR Management & Organisational Reform.
- (c) Such person shall cease to hold the position 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 Services.

Hours of Duty

The successful candidate will be required to work 39 hours per week. The role may involve out of hours and may include evening and weekend work. Candidates may be required to work reasonable overtime and respond to out of hours emergencies for which appropriate overtime rates will be paid.

Holder of the post may be called for duty at any time in accordance with arrangements made by local authorities. 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 Act (Regulations) 2001.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Friday, 22nd August 2025.

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.