

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Driver Qualifications

Character

Each candidate must be of good character.

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.

Education / experience

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

- Have reached a good standard of general education as will enable them to perform satisfactorily the duties of the post;
- Hold a full Class C Driving Licence free from endorsements. Candidates may be required to undergo a driving assessment before being considered for driving duties.

The ideal candidate will:

- Hold a full Class EC Driving Licence free from endorsement.
- Have driving experience.

Successful candidates will be required to:

- Hold a valid Driver Certificate of Professional Competence Card (Driver CPC Card) prior to taking up duty.
- Have a valid Safe Pass Card prior to taking up duty.

Particulars

The post is wholetime, and pensionable. A panel will be formed to fill permanent and temporary vacancies.

Wages

€552.08 (minimum) - €578.38 (maximum) per week (Does not include relevant allowances).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community 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 for the position at the minimum point.

The salary will be fully inclusive and shall be determined from time to time. Holders of the post will pay to South Dublin County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their post or in respect of service which they are required by or under any enactment to perform.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

Duties

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor, which will include but are not limited to:

- a) Driving a lorry / van or any Council vehicle (as assigned) and General Operative duties;
- b) Carrying out works with the crew;
- c) General maintenance of the vehicle (including washing, fuelling, wheel replacement and so on) on a regular basis, or as required;

- d) Carry out daily vehicle checks as per Road Safety Authority (Commercial Vehicle Roadworthiness) (Vehicle Maintenance and Repair regulations 2013);
- e) Have due regard to Health, Safety and Welfare at Work legislation;
- f) Loading of vehicles and operation of any lifting equipment and so on;
- g) Operating equipment, tools and machinery as required;
- h) Assuming personal responsibility for own safety at work;
- i) Working collaboratively with other staff;
- j) Operate existing technology and any new technology that may be introduced in the future and recording daily operations on such systems (for example vehicle logbook data entry or daily vehicle check through smartphone or tablet);
- k) Keeping records relating to his/her duties as directed by the supervisory staff;
- l) Dealing effectively and courteously with customers
- m) Comply with all Council policies and procedures in all aspects of their work with / on behalf of the Council;
- n) Any other duties appropriate to the grade of Driver or General Operative that may be assigned from time to time;
- o) On assignment to Water Services the post holder will be required to carry out all the duties allocated to them by the Council through its Supervisory Staff, relative to the repair, maintenance and construction of water services network, structures, installations and ancillary services, and any other duties that may be assigned to them from time to time in line with the Council's requirements under its Service Level Agreement with Irish Water;
- p) Submit motor claim accident reports to the Machinery Yard Engineer within 24 hours of any incident occurring;
- q) Maintain a vehicle logbook, recording details of all journeys undertaken by the vehicle they are driving;
- r) Ensure qualifications such as CPC courses, Health and Safety courses, Safe Pass and other training skills are updated as required;
- s) The post holder may be assigned to any Directorate or work location, from time to time, as determined by Management.

Superannuation

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration

(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 dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, 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 / Widows and Orphans Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the Scheme.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

Residence

Holders of the post will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by the Council.

Retirement age

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 66 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

Hours of work

Standard 39 hours per week. Overtime as required.

Annual leave

Annual leave entitlement for the position of Driver is 25 days.

Probation

For the purpose of Temporary Contracts, successful candidates will be required to serve an ongoing probationary period from commencement of employment during which your contract may be terminated by two weeks' notice by South Dublin County Council if service proves less than satisfactory to the Council.

Where a person is permanently appointed to South Dublin County Council, the following provisions will apply:

- (a) there will be a period after appointment takes effect, during which such a person will hold the position on probation;
- (b) such period will be one year, but the Chief Executive may, at his discretion, extend such period;
- (c) such a person will cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;

- (d) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there will be assessments during the probationary period;
- (f) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with South Dublin County Council.

Recruitment

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include desktop shortlisting and / or preliminary interviews.

Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. 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 life of the panel will be for a period of one year from the date of its formation.

The Council will not be responsible for any expenses a candidate may incur in attending for interview.

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from a current employer. The employer must not be related to the applicant.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. If they fail to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council will not appoint them.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment or dismissal.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received by email and on the official application form will be accepted. Emails should be addressed to recruitment@sdublincoco.ie only and must be received no later than **midnight on Thursday, 29 July 2021**.

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on www.sdcc.ie

**South Dublin County Council is an equal opportunities employer.
Canvassing will automatically disqualify.**