

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Foreman of Works – Housing Maintenance and Refurbishment Qualifications

Character

Each candidate must be of good character.

Health

Each candidate must be in a state of health such as would enable them to give regular and efficient service.

Education / Experience

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

- a) Have a good standard of general education.
- b) Have sufficient knowledge and experience to exercise initiative and good judgment.
- c) Have an ability to operate a P.C, Laptop, Handheld Device / Smart Phone, a willingness to learn, and an aptitude to use existing and any new technology and information systems which may be introduced in the future.
- d) Have the ability to keep records, write clear reports, input reports into a computer and perform satisfactorily the clerical duties attached to the post, keep work records, and measure and record accurately the quality of work done by staff under their supervision.
- e) Be a competent driver with a full clean driving licence, category “B”. The person recommended for the post will be required to submit when requested, a current full driving licence (not a provisional licence).
- f) Have good interpersonal skills.

- g) Have a good knowledge and understanding of environmental issues and be familiar with relevant legislation.
- h) Be highly motivated and flexible.
- i) Demonstrate appropriate multifunctional experience relative to the position and in particular should have sufficient and relevant experience in the supervision and control of staff.
- j) Have a current safe pass card.
- k) Be familiar with construction material specifications and be capable of measuring and ordering.
- l) Be aware of procurement regulations and order materials within prescribed supplier requirements.
- m) Programme small works contracts.
- n) Demonstrate a working knowledge and understand of Safety, Health and Welfare at Work Regulations.

The ideal candidate will:

- be able to lead and work within a team;
- a proven record in the supervision of staff;
- possess good communication and interpersonal skills;
- be highly motivated and flexible;
- ability to plan and organise tasks;
- have an ability to work on own initiative, in an independent environment and without constant supervision;
- have an ability to operate a P.C (especially Microsoft Outlook, Word, and Excel) and possess basic IT skills;
- be capable of keeping clear and concise written records as required and prepare reports on vehicles, plant and equipment;
- have a willingness to learn and aptitude to use all new technology and information systems and have a natural aptitude for the use of equipment;
- have an ability and willingness to learn and execute new skills and participate in appropriate training courses and provide training where required.

Have satisfactory working knowledge or experience of:

- Fault finding and repair techniques in relation to all aspects of domestic buildings.
- The Building Regulations with a particular focus on domestic buildings.
- Electrical and mechanical systems in relation to domestic buildings including heat pumps, solar panels and other energy retrofit technologies.
- Computer based systems in the management and reporting of works, direct labour staff, contractors, and customer questions.

The ideal candidate will be able to demonstrate the following competencies:

- Awareness of Health and Safety
- Motivation and interest
- Teamwork
- Dealing with customers
- Initiative and problem solving
- Openness to learning

Successful candidates will be required to 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

€875.05 - €924.14 (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 will 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.

Duties

The post holder will be required to carry out the duties allotted to them by the Council under the direction and supervision of the relevant Supervisor, and such other duties as may be assigned to them from time to time, which will include but not limited to:

On initial assignment the successful candidate will be responsible for:

- Delivery of the Energy Retrofit Program
- Delivery of the Windows and Doors Program
- Delivery of special projects
 - Balgaddy Advanced Maintenance
 - MacUilliam
- Delivery of large scale planned maintenance works.
- Supervise works in connection with any of the Council's functions as assigned.
- Participate as required in the evaluation and appraisal of staff through Performance Management and Development System (PMDS).
- Operation of the Council's yards, depots and / or stores, requisitioning / ordering of materials / equipment / vehicles for the various works under their control; authorisation of the issue of material to such works.
- Be responsible for the general maintenance and general operation of the Council's services in the area of Roads, Water and Drainage, Public Realm, Housing or any other department / area as required by the Council.
- Supervise and direct workers in their area and all works in their charge; complete, verify and submit timesheets and ensure gangs have adequate supplies of material tools and equipment for the task.
- Supervision of works carried out by contractors.

- Monitor and track complaints / works and submit reports in relation to this to management.
- Supervise the performance of all machinery and plant in their area and to ensure that all plant is properly and safely operated and gainfully employed.
- Check on complaints / works and submit written reports in relation to this to management.
- Keep management advised on all matters which may be of importance in the interest of the Council and to liaise with other sections of the Council on work and emergencies.
- Participate as required in the evaluation of subordinates and appraisal by management.
- Participate in any training assigned by the Council and to facilitate the training of subordinates.
- Have due regard to Health, Safety and Welfare at Work legislation.
- Complete, verify and submit jobsheets, Health and Safety Reports (for example SSWPs, Incident Reports and so on) and any other documentation required by the Council.
- Implement and comply with all Council policies and procedures in all aspects of their work with / on behalf of the Council.
- Be available, if called on, for night, weekend or other duties outside of normal hours, where required.
- Be available for on-call rosters as necessary.
- Operate existing technology and any new technology that may be introduced in the future and record daily operation on such systems.
- The post holder may be required to drive a Council vehicle (as assigned) and to take such vehicle home, if required, for no additional payment and operate a two-way mobile radio or a mobile phone as required.
- Deal with members of the public in a courteous, prompt and efficient manner and to keep management informed of such dealings.
- The post holder will be required to operate the Integrated Housing System (IHS).
- Report, investigate and act on disciplinary matters, reply in a timely manner to all correspondence and requests for reports.
- Work location will be assigned by management and may be altered from time to time as determined by management.

- To carry out such other duties as 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 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

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

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

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 plus overtime as required. Be available to be on an on-call rota for emergency callouts.

Holiday arrangements

Holidays will be in accordance with the scheme in operation for Foreman of Works in this Authority subject to the provision of the Organisation of Working Time Act 1997. Annual leave entitlement for the position of Foreman of Works 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; such period will be one year, but the Chief Executive may, at his discretion, extend such period;
- b) 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;
- c) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;
- d) there will be assessments during the probationary period;
- e) 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, 9 December 2021**.

Application forms received after the closing date will not be accepted.

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.**