

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Foreman of Works (Maintenance)

The job

The Foreman of Works (Maintenance) will be responsible for assisting the Facilities Manager in delivering the Facilities Management function across all Council-owned accommodation including but not limited to office headquarters, libraries, arts-centre, theatre, swimming pools depots and community-centres. The Council intends to bring all its sites under an ISO 50001 Programme and the Foreman of Works (Maintenance) will be involved in the initiation and delivery of this energy management system. The Foreman of Works (Maintenance) will ensure the monitoring and maintenance of the fire, security and energy systems across council buildings.

South Dublin County Council is committed to adhering to sustainability objectives across its building stock. The Foreman of Works (Maintenance) will be involved in the monitoring of and reduction of energy, water usage and waste across Council facilities. They will be involved in Statutory Inspections and will interact with district-heating, building-services and renewable energy systems as well as fire-safety and security control. General building presentation, Health and Safety and hygiene matters, budgeting / procurement and contract supervision also form part of the role.

The Foreman of Works (Maintenance) will also be required to assist in the development and delivery of mechanical and electrical works programmes for boiler servicing and plumbing / electrical systems maintenance for over 9,000 Council dwellings.

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) 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).
- b) Have a current safe pass card prior to taking up duty.

Professional knowledge:

- a) Demonstrate excellent understanding of construction environment and building technology, mechanical and electrical services, maintenance management issues, practice and procedures.
- b) Demonstrate knowledge of current Building Regulations.
- c) Demonstrate ability to interpret architects / engineers drawings, specifications and technical directions.
- d) Demonstrate evidence of computer skills including use of Microsoft Word, Excel and e-mail.
- e) Demonstrate ability to advise multidisciplinary and management teams on equipment related issues.
- f) Demonstrate ability to contribute to the development of the service.
- g) Demonstrate effective interpersonal and communication skills.
- h) Demonstrate commitment to providing a quality service.
- i) Demonstrate awareness and appreciation of the service user.

Health and safety

- a) Demonstrate knowledge of current Fire Regulations.
- b) Demonstrate knowledge of health and safety legislation and how it pertains to the workplace.

Planning and organising

- a) Demonstrate evidence of effective planning and organising skills including awareness of value for money.
- b) Demonstrate ability to manage deadlines and effectively handle multiple tasks.
- c) Demonstrate ability of writing clear and precise reports, keeping work / employee records, setting out work schedules, costing implementation, and adhering to deadlines within budgetary levels.

Leadership / Teamwork

- a) Demonstrate ability to work on own initiative.
- b) Demonstrate ability to work reliably within the team without close supervision.
- c) Demonstrate effective communication skills including the ability to present information in a clear and concise manner; the ability to facilitate and manage; the ability to give constructive feedback to encourage learning.
- d) Demonstrate effective problem solving and decision-making skills including working within multi disciplinary teams to resolve problems and implement solutions.

Particulars

The post is wholetime permanent, and pensionable.

Wages

€875.06 - €924.15 (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 allocated 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:

The duties will include:

- Regular monitoring and maintenance of Mechanical and Electrical systems in all Council facilities.
- Regular monitoring and maintenance of District-heating installation, PV collectors and heat-pumps where applicable in Council buildings.
- All relevant Statutory Inspections in respect of Health and Safety and risk-management of Mechanical and Electrical and alarm systems in all Council facilities.
- Assist the Facilities Manager in monitoring of energy, water and waste indicators and compliance with sustainability targets through ongoing system management and improvements.
- Reporting to the Council's multi-disciplinary Energy-team in pursuing energy and carbon indicators in line with National Climate Action Plan and SEAI protocols (Energy MAP).
- Assist the Facilities Manager in the establishment of a multi-site facilities management system addressing all Council facilities in compliance with ISO 50001 over a five-year period.

- Assist in the procurement, planning, supervision and delivery of Facilities Management projects across Corporate Buildings including energy upgrade works, utility upgrades, office retrofit / redesign works, refurbishment works and essential repairs.
- Assist the Facilities Manager with advice and participation in the procurement of Frameworks for boiler servicing, other mechanical and electrical services (including lifts, fire-safety, UPS, and security).
- Assist in controlling expenditure on a day-to-day basis to ensure that all costs are within the established budget.
- Evaluate and advise on maintenance issues in Council buildings and housing stock in relation to mechanical and electrical systems, including renewable energy in the design of new Council housing and public buildings.
- Maintain and advise on CCTV and security provisions on Council properties.
- Manage and take responsibility for the performance of service providers and contractors in relation to the completion of work and to ensure that the quality of workmanship complies with the required standards.
- Assist the Facilities Manager in maintain the general presentation, hygiene standards and cleanliness of council buildings and complexes.
- Manage and supervise the work and staff within the Corporate Buildings Cleaning team.
- Manage and supervise the work and staff within the Corporate Buildings Facilities Management Team.
- Embrace and support any changes in technology and to assist in the implementation and operation of these changes.
- Maintain good communications with all 'customers', including external contractors, suppliers, vendors, managers and staff, the primary focus being to ensure that a high-quality service is provided.
- Foster a flexible, co-operative approach between all staff.
- Ensure all staff comply with Health and Safety legislation and SDCC policies and procedures.
- Ensure effective safety procedures and safe working practices are in place.

- Support and promote sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient organisation and service provider.

Reporting arrangements:

Working as a team member under the direction of the County Architect, the Foreman (Maintenance) will report to the Facilities Manager.

Key working relationships:

The Foreman (Maintenance) will work closely with the following:

- The Facilities Manager
- The County Architect
- Management in Corporate Services
- Department / Section Managers as required

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

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 may apply; 66 is the minimum age at which pension may be paid with no maximum retirement age.

Persons with service prior to 1st April 2004 will, unless contract expires before then, on reaching the age of 70, cease to hold office.

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 will apply to new entrants. 66 is the minimum age at which a pension may be paid and 70 is the maximum age at which pension may be paid.

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.

The full text of the Act is available on the Department of Finance website - www.finance.gov.ie

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-call for emergency callouts as or when required.

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

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.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of qualifications and experience. 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.

The appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from an 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 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.