

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Park Ranger 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:

- a) Have attained a standard of education not less than second level.
- b) Each candidate must be a competent driver with a full unendorsed 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).

Desirable

- Have a qualification in Horticulture Landscaping, Ecology or a related discipline.
- Experience dealing with customers in a similar customer facing outdoor environment.

Particulars

The post is wholetime, permanent and pensionable.

Wages

€694.56 (minimum) – €730.46 (maximum) per week. This does not include relevant allowances.

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 office 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 office 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 duties will be such as will be assigned by the local authority from time to time, and will include the duty of deputising for other officers of the local authority when required.

The duties will also include such duties as may be assigned in relation to the area of any other local authority.

The Park Ranger will carry out all their duties under the immediate direction of the Parks Supervisory staff which will include but are not limited to:

The duties are as follows:

- New appointees to the Park Ranger grade will be required to co-operate fully with any review and restructuring of the Public Realm Section, including the Park Ranger service.
- Park Rangers will be required to carry out inspections of playgrounds, Playspaces, playing pitches, teen spaces, workout areas and all other play equipment on a daily and weekly basis, including the completion of written inspection reports.
- Complete and store records of inspections and reports in paper and / or digital formats, as required.
- To assist the Management with the development of the park in accordance with agreed objectives.
- To ensure the highest standards of customer service; manage visitor pressure; resolve conflicts and compliance with the byelaws for regulations, use and enjoyment of such places; the prevention of injury or damage to persons and property.
- Uniform supplied must be worn at all times while on duty. It will be the responsibility of the Park Ranger to maintain the uniform in a neat and clean condition.
- Opening and closing parks.
- Regulating the use of shelters, pavilions, dressing rooms, public toilets or other buildings and playing facilities as required.
- Organising of games and other beneficial activities as required for children, young people and adults using the parks, playgrounds, teen spaces, outdoor workout areas and open spaces.
- Keeping parks, including buildings, playgrounds and open spaces clear of all litter, ensuring that full litter bins are promptly emptied, and debris removed by cleaning and carrying out litter picking duties.
- Park Rangers will visit a number of parks daily as assigned by their Line Manager. If required, the Park Ranger will use a bicycle, e-bike or motor vehicle in the course of their duties as necessary. Park Rangers will be required to comply with the Council's vehicle driver policy and will complete daily vehicle inspection sheets as required.
- If required, to carry and use a tele-communications unit.
- Monitor the park and the activities of park users to ensure compliance with the Parks and Open Space Bye Laws 2011 and the 2001 Bye Laws Prohibiting the consumption of intoxicating liquor in Public Places.

- Issuing on the spot fines as a designated officer under Litter Management and the control of dogs' legislation.
- Park Rangers will be required to liaise with An Garda Síochána in relation to any anti-social behaviour they observe in Council parks and open spaces and to report on these matters to Council management.
- To liaise with, and foster good relations, with stakeholders including friends of parks groups, on-site leaseholders, local councillors, neighbouring landowners, and community groups to resolve issues on the ground wherever possible.
- Park Rangers will be required to deal with queries and complaints from park users in the carrying out of their duties.
- Giving guided tours to individuals or groups who visit parks and the distribution of relevant information such as leaflets on the parks to the public.
- Working with the public who volunteer to assist as a "Voluntary Ranger" in the management of the parks when they join the "Friends of the Park" Scheme.
- Facilitate the Council in future surveys of the parks including the collection of information from the public by means of questionnaires.
- Visiting schools and or communities during normal working hours to advise the students / members of the public about the management of parks and the various facilities.
- Work with the Education Officer or any other Officer designated for that purpose.
- Undertake any necessary training provided to equip them to carry out their new duties.
- Carry out duties in accordance with work schedules as determined from time to time by Management.
- Ensure that reasonable care is always taken for the health, safety and welfare of you (the Park Ranger), and others, and to comply with the Council's policies and procedures relating to Health and Safety.
- Carry out inspections on the council's park maps, information boards, educational signs, and directional signs. If required Park Rangers are to replace these signs if damaged, absent, or outdated.
- Park Rangers will be required to take pictures of the parks for social media and promotional purposes and liaise with the SDCC Communications Unit.
- Any other duties appropriate to the post, which may be assigned from time to time.

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

- Awareness of Health and Safety
- Motivation and interest
- Teamwork
- Initiative and problem solving
- Openness to learning
- IT literacy and photography skills

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.

The provisions of the Spouses and Children's / Widows and Orphans Contributory Pension Scheme will continue to apply.

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.

Rates and thresholds 2023

Local Government Superannuation Scheme members

- | | |
|----------------------|-------|
| ➤ €0.00 to €34,500 | 0% |
| ➤ €34,500 to €60,000 | 10% |
| ➤ Over €60,000 | 10.5% |

Single Public Sector Pension Scheme members

- | | |
|----------------------|-------|
| ➤ €0.00 to €34,500 | 0% |
| ➤ €34,500 to €60,000 | 3.33% |
| ➤ Over €60,000 | 3.5% |

Residence

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

Citizenship

Candidates must, by the date of submission of application form, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or

- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Outside employment

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

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 65 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.

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

The successful candidates' normal hours of work will be 40 hours per week. Park Rangers work shift 5 / 7 including weekends.

The Council reserves the right to alter your hours of work from time to time.

Annual leave

Annual leave entitlement for the position of Park Ranger is 30 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;
- (b) such period will be one year, but the Chief Executive may, at their 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.

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 from responsible persons known to but not related to the candidate. A responsible person should be a person under whom the candidate has serviced in employment, or in the case of relevant voluntary work a person who has held a supervisory position. At least one of references must be from a current employer.

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@sdblincoco.ie only and must be received no later than **midnight on Thursday, 21 September 2023**.

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.