

SOUTH DUBLIN COUNTY COUNCIL

(Comhairle Chontae Átha Cliath Theas)



Chargehand

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/Training/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 him/her to perform satisfactorily the duties of the post;
- hold a full Class B Driving Licence free from endorsements and be a competent driver;
- have the ability to keep records, write clear reports and perform satisfactorily the clerical duties attached to the post;
- have experience in organising work and supervising staff;
- be able to take and record measurements including basic surveying, levelling and setting out procedures.
- Have a valid Safe Pass Card prior to taking up duty

Ideal Candidate Will

- be able to lead and work within a team;
- have an ability to supervise staff;
- possess good communication and interpersonal skills;
- be highly motivated and flexible;
- be a good organiser;
- 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.

Key Competencies

- Motivation and interest
- Communication and Teamwork
- Awareness of Health and Safety
- Initiative and problem solving
- Local Government Knowledge

PARTICULARS

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

Wages

€779.04 (min) – €823.00 (max) *(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.

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 him/her by the Council under the direction and supervision of the relevant Supervisor. In particular the successful candidate will, under the direction of an Assistant Foreman of Works or other authorised person, be required to undertake:

- a) The supervision and direction of work crews in the development and maintenance of parks, open spaces and roadside margins, including the planting and after care of street trees.
- b) The development and maintenance of hard and soft landscape features, including operations such as the application of herbicides and pesticides as required (for the control of weeds, insects and other undesirable fauna).
- c) Propagation and cultivation of plants and for the layout, care, upkeep, maintenance and control of all grounds within the parks inclusive of gardens and open spaces.
- d) The development and maintenance of grass and all-weather recreational facilities, including pitches, golf and tennis courts.
- e) The planting and maintenance of public schemes including floral bedding in parks, open spaces, roundabouts.
- f) Where appropriate, supervision and direction of contractors engaged by the Council for the development and maintenance of facilities, including plant hire.
- g) Co-operate with their superiors and other supervisors in the operation of various works programmes including maintaining records of existing and proposed works done in various locations/periods, for example, numbers of trees planted or pruned, areas of grass maintenance under care, quantities of litter and/or other material collected.
- h) Undertake training as required and ensure that health and safety procedures are adhered to and assist with any training programmes for staff and students.
- i) Take every care to safeguard the public, staff and plant in his/her care. In the event of an accident he/she shall immediately report it to the relevant Supervisor.
- j) Deal with enquiries from residents associations and other members of the public.
- k) Check and verify time sheets for other Council employees for which they have a responsibility.
- l) Checking on complaints/works and where required, submitting written reports in relation to same
- m) He/she may be required to work overtime. Where possible reasonable notice will be given.
- n) Operating existing technology and any new technology that may be introduced in the future and recording daily operations on such systems.
- o) He/she may also be required to deputise for the Assistant Foreman of Works or other in-line supervisor during his/her absence.
- p) He/she will be required to drive a Council vehicle in the course of his/her duties and to use whatever form of communication is provided.

- q) Assist the District Supervisor or Foreman of Works in ensuring that all premises (parks and depots) are secured.
- r) The development and maintenance of burial grounds and the supervision of staff engaged in this area of work.
- s) Maintenance of town and village centres including street cleansing, litter bin collection, maintenance of hedges and planted beds etc and the supervision of staff in this area.
- t) Operation and supervision of other cleansing services including removal of illegal dumping, cleaning of laneways, litter picking and cleaning of open spaces etc.
- u) Operation and supervision of the Council's tree maintenance works programme.
- v) He/she will be prepared to participate in any training assigned to them.
- w) He/she will be required to work at various locations in the South Dublin Area in the course his/her employment.
- x) To carry out such other duties as may be assigned from time to time.

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

(i.e. 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 shall reside 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

The successful candidates normal hours of work will be 39 hours per week. Overtime as required.

Annual Leave

Annual leave entitlement for the position of Chargehand is 24 days per annum

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 week's 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 assessment(s) 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 electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 3rd June 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.