Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Brigade Mechanic
Fire Service

Closing date for receipt of completed application forms is 4.00 p.m. on the 12th November 2026

Kildare County Council is committed to a policy of equal opportunity.

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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Enterprise & Economic Development
- Community
- Planning
- Cultural & Recreational Services
- Infrastructure
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Brigade Mechanic with Kildare County Council.

The Competition

Applications are invited from suitably qualified persons to fill the role of Brigade Mechanic with Kildare County Council, Fire Service. The post holder will, on appointment, be responsible for performing the duties and responsibilities described below appropriate to the post of Brigade Mechanic. The Brigade Mechanic will report to the Chief Fire Officer or other duly authorised person as advised.

The Brigade Mechanic will be responsible for the proactive and reactive maintenance of all Fire Service, including Class B appliances, specialist vehicles, personnel carriers and support units. The role will encompass scheduled preventive maintenance, defect diagnosis, and repairs, as well as oversight of compliance with CVRT standards. Additionally, the mechanic will be responsible for auxiliary systems such as pumps and generators.

The initial employment shall be to the Kildare County Council machinery yard at Newhall, Naas, Co. Kildare, but the Council may, at its absolute discretion, assign the employee to such work base as may be required from time to time.

The Candidate

The candidates will demonstrate through their application form and at the interview that he/she:

- Has relevant experience to be able to efficiently carry out the duties/responsibilities as detailed above.
- Has good communication and interpersonal skills
- Has the ability to work independently or within multi-disciplined teams
- Has a good standard of education that will enable them carry out work which may be assigned, including the keeping of records and the submission of reports.
- A sound understanding of Health and Safety Processes as they apply to this environment
- Self-motivated with a record of demonstrating initiative and ability to use judgement in a workplace environment
- Flexibility in terms of working hours as the duties can involve working outside of normal hours as required
- Good public service values and ethics

Duties and Responsibilities

The Brigade Mechanic will be required to carry out all the duties allocated by the Council under the direction and supervision of the relevant supervisor.

It is understood that there will be occasions outside of normal working hours when the person employed will be required to work overtime or to respond to breakdowns. Overtime payment at the normal rate shall be made in such cases.

The duties will include but are not limited to:

- Organise, supervise and facilitate in a timely manner the collection of fire appliances for the purposes of undertaking any necessary repair, maintenance, or statutory testing works.
- Manage and undertake all maintenance and repair works on Fire Service vehicles as required to ensure insofar as is reasonably practicable that they are kept in a roadworthy and safe operational condition.
- Engage and adapt to all new technologies and equipment introduced by the organisation, including undertaking any associated training, use of specialist tooling and procedures.
- Arrange or undertake all necessary maintenance and repair work on all Fire Service equipment where required.
- Be responsible for the safe keeping of all stores and equipment that has been allocated to him/her for the purpose of carrying out duties.
- Perform preventive maintenance work on vehicles and plant.
- Fabricate and weld, to repair equipment as necessary.

- Be available for emergency call out outside normal working hours.
- Have the ability to plan and manage workloads.
- Have a good technical aptitude and the ability to use a range of hand, mechanical and electrical tools/equipment.
- Have the ability to follow oral and written instructions and write clear, concise reports.
- Read and record technical data in written and diagrammatic format.
- Have and promote a high standard of workmanship.
- Undertake physically demanding work which may involve working in confined conditions.
- Arrange the supply and safe storage of materials necessary for maintenance/repair work and keep appropriate records of same.
- Facilitate payments to suppliers.
- Prepare data necessary to cost and analyse expenditure and prepare estimates in relation to all works as required.
- Reporting regularly to the supervisor in relation to day-to-day operations and assist with work scheduling, budgeting and management of expenditure, ordering of equipment and parts in accordance with Kildare County Council Procurement Procedures.
- Supervising or overseeing works carried out by contractors.
- Keeping records of work done, writing reports, and performing other admin duties associated with the post including inputting records and reports into computerised devices.
- Assisting other Council employees, in their work.
- Engage with all ICT systems and digital technology necessary for the performance of their duties including any future technologies or systems that may be introduced.
- Dealing with members of the public, contractors and other agencies in a courteous, prompt and efficient manner.
- Liaising with other sections of the Council and other agencies as required for the efficient operation of the Fire Services section and the Council in general.

- Operating in accordance with the Council's Health and Safety Management System.
- Participating in and operating with the Council's performance management system (PMDS).
- Ensure compliance with organisational policies, procedures and legislation.
- Assist with the provision / delivery of fire service courses where required.
- Undergo, where required, specialist training in the maintenance and repair of equipment. It may be necessary to travel outside of the County/Country for this training.
- Carry out such other duties as may be assigned from time to time as directed by the Chief Fire Officer or senior management.

These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of the Brigade Mechanic and may be subject to change in the future.

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 and Experience etc.:

1. **Education, Training and Experience**

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

- Have a good standard of general education to enable the duties of the post to be performed to the satisfaction of the local authority;
- Be a qualified Heavy Vehicle Mechanic/Construction Plant Fitter and have served a recognised apprenticeship and obtained a minimum QQI Level 6 Advanced Certificate or equivalent. **Candidates must supply documentary evidence in support of this to the satisfaction of the Local Authority;**

- Have a minimum **5 years** post apprenticeship experience working in a recognised garage, with experience of service and repair of commercial/construction vehicles including diagnostics and electrical systems, overhaul of petrol and diesel engines, pumps and compressor etc. as well as welding and fabrication capabilities.
- Hold a full unendorsed current driving licence in respect of **Category C** vehicles or equivalent in the EU Model Driving Licence.
- Have satisfactory knowledge of Health and Safety requirements

Please supply copies of any certificates, diplomas or degrees you may have with the application form. **Please note that Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

Driving Licence

Applicants must at the date of application hold a full valid Irish /EU licence, for **Class C** vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below), free from any endorsements within two years of appointment.

If not already held, the successful candidate will also be required to achieve a category BE licence (car & trailer) within their probationary period.

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

During normal working hours, the successful candidate will have access to a fire service vehicle.

As soon as possible after the commencement of employment, the successful candidate will be required to undertake and pass the current RSA assessed and approved certificate in Emergency Services Driving Standard to ESDS level 1 Category B and C.

2.Essential Requirements

The ideal candidate should have the following essential skills: -

- Have good working knowledge of carrying out repair and maintenance and roadworthiness test preparation of HGV fuel engine vehicles.

- Have experience and knowledge of vehicle electrics/electronics/diagnostics, instrumentation, pneumatics and hydraulics systems.
- Have experience and knowledge of the repair, maintenance and preparation of Heavy Goods Vehicles and Light Commercial Vehicles for roadworthiness tests.
- Hold a current full clean driving licence in respect of category C vehicles or equivalent in the EU Model Driving License. (see also further information relating to driving licence requirements, elsewhere in this document)
- Have a good knowledge and understanding of the importance of health & safety legislation and requirements.
- Have capacity to engage with others to deliver successful outcomes.
- Have good communication skills, record keeping skills and be capable of writing clear and concise reports

3 .Desirable Requirements

It would be desirable for each candidate to: -

- Have experience in the use of computers.
- Have sufficient knowledge and experience to exercise initiative and good judgement.
- Have the ability to use technology.
- Be highly motivated and flexible.
- Ability to plan and manage workloads.
- Ability to work on own initiative.
- Evidence of good house keeping
- Maintain record keeping of all inspections, repairs and servicing.

Competencies for the post of Brigade Mechanic

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Communication and Teamwork	• Take pride in the quality of service delivered and seeks to improve it. • Relate well to others and maintains positive working relationships. • Have effective written and verbal skills. • Ability to articulate. • Work as part of a team to ensure delivery of plans and schedules. • Have a strong team ethic of co-operation, mutual support and flexibility to meet evolving service needs.
Knowledge and Experience in HGV mechanics	▪ Can demonstrate relevant work experience in a similar work environment. ▪ Can demonstrate a high level of technical knowledge. ▪ Can demonstrate a range of vehicles previously worked on.
Delivering Results	▪ Takes responsibility for delivering quality work in a timely manner. ▪ Assesses and priorities workloads. ▪ Flexibility in approach to work ▪ Uses Initiative and is self- motivated when required. ▪ Adapts quickly to change and new ways of doing things. ▪ Have good problem-solving skills.
Personal Effectiveness	• Be open to taking on new challenges or responsibilities. • Be positively motivated to deliver a quality service. • Adopt a positive and constructive approach to work. • Have strong attention to detail • Manages time and workload effectively • Keeping up to date with the latest developments on vehicles, maintenance.
Knowledge, Experience and Skills	• Understanding of the role of a Brigade Mechanic • Knowledge and experience of operating ICT systems. • Understanding of the importance of health & safety legislation and requirements.

Particulars of Employment

The Post

The post is wholetime (i.e., 39 hours per week) and appointment may be permanent or temporary.

Location

Staff will be based at the Machinery Yard, Roads Maintenance Depots or other council facilities.

Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours

Normal hours of work will be from 8.00 a.m. to 4.30 p.m., Monday to Thursday and 8.00 a.m. to 3.30 p.m. on a Friday. A Local Productivity Agreement applies from 3.30 p.m. to 4.30 p.m. on a Friday**.**

The Council reserves the right to alter your hours of work from time to time. You will be required to work overtime on various occasions for which payment will be made at the appropriate nationally agreed rates.

You will be expected to co-operate with on call arrangements where required.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001

The post-holder may be required to work overtime depending on work requirements and be available to respond to callouts outside of normal working hours at the request of his/her Line Manager or persons appointed to positions of authority. Where possible the post-holder will be notified in advance. Overtime will be paid at approved rates.

It is understood that there will be occasions outside of normal working hours when the person employed will be required to work overtime or to respond to breakdowns. Overtime payment at the normal rate shall be made in such cases.

Reporting Arrangements

The Brigade Mechanic will report directly to the Chief Fire Officer or to any other employee of Kildare County Council such as the Chief Executive or Director of Service or any other appropriate employee that may be designated for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;

c) such a person shall 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 weeks' notice as per the Minimum Notice and Terms of Employment Acts;

e) there will be assessments during the probationary period.

Remuneration

The present weekly scale is:-

€948.26 - €957.76 - €962.36 - €967.42 - €972.23 - €974.72 - €977.08- €979.60 - €982.11 - €986.05 - €989.11 - €996.50

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 70 years of age.
- The minimum retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:

  - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

  - Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **25** days including Good Friday.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

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

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing **jobs@kildarecoco.ie**. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the

purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at **Click Here**

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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 / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

1. **Communication and Teamwork**
2. **Knowledge and Expertise in Mechanics**
3. **Delivering Results**
4. **Personal Effectiveness**
5. **Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on page 5.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.
Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.
Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries,

applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Critical Skills Occupations

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (Stamp 4). Candidates should ensure that the post they are applying for is included in the Critical Skills Occupation list.

Non Critical Skills Occupations

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
(d) Switzerland on the free movement of persons; or
(e) 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
(f) 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
(g) 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.