

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

EXECUTIVE ENGINEER
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 28th September 2023

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980740



JOB DESCRIPTION

THE JOB: EXECUTIVE ENGINEER

Executive Engineers are appointed to a wide variety of roles across the Council. The role can include responsibility for the management and successful delivery of a range of projects; effective delivery of a range of services and responsibility for the management and supervision of assigned staff.

Kildare County Council is seeking to establish a panel of Executive Engineers to fill permanent and contract posts that arise during the life of the panel.

RESPONSIBILITIES/DUTIES:

The Executive Engineer will report directly to the Senior Executive Engineer, or such person as may be assigned from time to time by Kildare County Council.

Successful candidate/s may be assigned to a range of service areas including:

- Transportation & Roads Design and Maintenance;
- Environmental Services;
- Water & Wastewater Services;
- Housing Maintenance & Construction;
- Planning & Development and Building Control;
- Community Development.

The actual duties will vary depending on the particular assignment, but in general they will include but are not limited to the following:

- The design, implementation and project management of engineering programmes throughout the relevant services including water, wastewater, housing, transportation infrastructure, environmental protection, recreation and amenity provision and community development;
- Design, supervision and contract administration of construction/ operations/ maintenance works.
- Managing and supervising staff including assignment of duties and workloads and identification of training needs.
- Preparing and effectively managing budgets.
- Identifying opportunities for improvements or achievements of efficiencies in service delivery.
- Maintaining and proactively developing a culture of Health and Safety in the workplace while ensuring compliance with Health & Safety legislation and regulations.

- Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement requirements.
- Dealing efficiently, effectively and professionally at all times with stakeholders including local authority staff, elected members, community groups, businesses, and residents.
- Liaising with and responding to other local authorities, government departments and statutory agencies where required.
- Compiling, preparing and presenting reports as necessary including public consultation meetings, Council and Municipal Districts meetings etc.
- Deputising for the Senior Executive Engineer or other senior grade when required.
- Undertaking any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Possess excellent professional/technical knowledge and skills
- Excellent communication and interpersonal skills
- An ability to manage deadlines and effectively handle multiple tasks
- Be experienced in all stages of the planning and delivery of civil engineering projects
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- Possess strong ICT and presentation skills
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.

Driving Licence

Applicants should at the date of appointment hold a full valid Irish /EU licence, for **Class B** vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

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

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Executive Engineer are:

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, ETC.:

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

- (a) Hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) Have at least five years satisfactory relevant engineering experience;
- (c) Possess a high standard of technical training and experience;
- (d) Possess a high standard of administrative experience.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€54,699 per annum to €72,624 per annum (maximum)
€74,914 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€76,035 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (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 one year but the Chief Executive may, at her 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) There will be assessment(s) during the probationary period;

WORKING HOURS (35 HOUR WEEK)

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

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

You may be required to work overtime on various occasions.

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.

Examples of some of the current Employee Benefits

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- Kildare County Council is an Accredited Employer (by Engineers Ireland) for Continuous Professional Development.
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

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

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

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 **30** days.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, 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 are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

PENSION ABATEMENT

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Public/Civil Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pension (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

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.

ELIGIBILITY TO WORK IN IRELAND

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <https://kildarecoco.ie/AllServices/CareerOpportunities/>

Closing date is Thursday 28th September 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills and experience** required for the role. Candidates will also be assessed under the following key competencies.

<p>Management and Change</p>	<ul style="list-style-type: none"> • Displays the ability to think and act strategically from a management and engineering perspective. • Understands the political reality and context of the organisation • Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. • Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.
<p>Delivering Results</p>	<ul style="list-style-type: none"> • Contributes to the development of operational plans and specific team plans to meet objectives. • Displays the ability to manage multiple, complex projects within legal, financial and engineering requirements. • Can pinpoint critical information and can address issues logically. Acts decisively and makes timely, informed and effective decisions. • Takes responsibility for challenging tasks and delivery of same. Is accountable.
<p>Performance through People</p>	<ul style="list-style-type: none"> • Leads, motivates, and engages employees to achieve quality results and to deliver on operational plans. • Demonstrates ability to effectively manage performance, including conflict resolution. • Has highly effective verbal and written communication skills and record keeping. • Demonstrates the ability and experience of promoting awareness, interest, pride and understanding in engineering matters. • Demonstrates ability to work in a multi-discipline team environment.
<p>Personal Effectiveness</p>	<ul style="list-style-type: none"> • Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role.

	<ul style="list-style-type: none"> • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages time and workload effectively with particular reference to statutory obligations and timeframes. • Keeps up with current and emerging developments, trends and best practice in this area.
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APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.