



Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

General Services Supervisor Parks

**Closing date for receipt of completed application forms is 4.00 p.m.
on the 25th April 2024.**

***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:

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

This is an opportunity to gain employment in the role of General Services Supervisor within the Parks Section of The Sustainable Transport, Mobility and Open Spaces Department with Kildare County Council.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which permanent and temporary posts may be filled at General Services Supervisor as vacancies arise.

The Candidate

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

- Excellent communication and interpersonal skills
- Excellent team leadership skills
- Ability to work independently or within multi-disciplined teams
- Problem solving skills
- Planning and organisational skills
- A good understanding of safety management in the workplace including Health & Safety legislation and regulations.

- have reached a good standard of general education as will enable him/her to perform satisfactorily the duties of the post;
- Knowledge and experience of landscaping and arboriculture practices involved in the construction and management of parks and open spaces.
- Knowledge and experience of the construction, maintenance & management of playgrounds, outdoor gyms and skateparks.

Duties and Responsibilities

The General Services Supervisor shall, under the direction of the Senior Parks & Landscaping Officer or other delegated person discharge all duties related to their work including those set out hereunder: -

The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by the General Services Supervisor. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- 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.
- Arboriculture and tree management works;
- 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).
- Supervise and participate in the carrying out of developmental work in conjunction with Senior Parks & Landscaping Officer and other Parks Staff.
- The development and maintenance of grass and all-weather recreational facilities, including pitches.
- The planting and maintenance of public schemes including floral bedding in parks, open spaces, roundabouts.
- Participate in work scheduling and note actions to be taken;—
- Plan daily/ weekly work programmes and implementation of projects.
- Maintain a record of daily work being carried out and plan both daily and weekly work programmes;—
- Ensure that work is carried out in an efficient and safe manner, and that personal health and safety of staff, students and members of public is not compromised. Complete all relevant health & safety record keeping including risk assessments, safety methodologies, job safety plans etc.;—
- Undertake training as required and ensure that health and safety procedures are adhered to and assist with any training programmes for staff and students.
- Supervision, training, and assessment of students/apprentices, keeping of absence records in conjunction with the Senior Parks & Landscaping Officer.
- Opening, clearing, and closing of parks, playground and other facilities as relevant.
- Supervision and allocation of work to General Operatives;—
- Supervision of contractors.
- Ensure the attendance and good timekeeping of staff.
- Arrange and participate in practical skills training and assessment of other outdoor staff students and apprentices.

- Liaise with the public, disseminate information, answer queries as requested.
- Attend and successfully achieve the required standard in all training as deemed necessary.
- Attend trade shows, conferences, courses, as deemed necessary.
- All other duties commensurate with the post
- Co-operate with the introduction of new work practices and technology.
- Overtime may apply;→
- Attendance on site at weekends and on public holidays as required.
- To ensure that all works in their charge are always suitably completed; verifying and initialing time books at time of inspection and ensuring that adequate supplies of materials, tools, and equipment for the works in hand are available.
- To supervise the performance of all machinery and plant in their area and to ensure that all plant is properly and safely operated and gainfully employed.
- To be responsible for the custody of all maintenance and construction materials, tools and equipment in their area, and for the keeping of necessary records.
- To respond to reasonable requests for assistance from the Senior Parks & Landscaping Officer /their nominee or Emergency services to carry out duties outside normal working hours.
- To report immediately, the circumstances of any inefficiency or unsatisfactory work or service in their charge and to carry out the appropriate actions of such reports.
- To prepare requisitions for articles or materials required for works and to complete all forms required in connection with supply of such articles or materials.
- To keep the Senior Parks & Landscaping Officer/their nominee advised on all matters which may be of importance in the interest of the County Council and to liaise with other sections of the Council on works and emergencies.
- The holder of the post will be required to avail of modern communications, such as computers, tablets car radio and/or mobile phone, as directed.
- To deal with members of the public in a courteous, prompt and efficient manner and to keep the Senior Parks & Landscaping Officer/ their nominee informed of such dealings.
- To use as required Information Technology equipment including digital cameras, personal computers, and handheld technologies.
- To participate as required in evaluation of their staff and appraisal by Municipal District Engineer.
- To participate in training provided by the County Council and to facilitate training of their staff.
- To participate fully in any initiatives aimed at increasing customer satisfaction/quality of service to the community.
- To supervise and/or liaise with CES or other such schemes operated by the County Council.
- To carry out any other instructions which may be given by the Senior Parks & Landscaping Officer or their nominees from time to time.

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.:

Candidates should have a standard of education that would enable them to efficiently perform their duties and must be capable of making satisfactory reports (including written reports) on matters pertaining to the duties of the post.

EXPERIENCE

Each candidate should be competent and have such training or experience working with Parks and Open Spaces considered acceptable by the Council to enable the person appointed to perform the duties of the post.

In particular, candidates should have satisfactory knowledge and at least **4 years** satisfactory experience of the following matters:

- a) Parks & Open Space development and maintenance.
- b) Maintenance of playgrounds, outdoor gyms and skateparks.
- c) Arboricultural Works
- d) Other services for which the Council has responsibility.
- e) Technical drawings, with the ability to translate working drawings into hard and soft landscaping works;
- f) Report writing and record keeping, with the ability to write clear and concise reports, and the capacity to accurately measure and record work carried out by those supervised; and
- g) Supervisory skills, with the ability to manage, direct and motivate groups of operatives.

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

Competencies for the post of General Services Supervisor

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:

Team Work and Communicating Effectively	<ul style="list-style-type: none"> • Has a creative and collaborative approach to problem solving and working with others to reach a solution. • Contributes positively to the achievement of team objectives. • Communicates effectively & professionally with range of stakeholders including colleagues, elected members, citizens and service providers. • Is effective in communicating a complex or technical message, using language appropriate to the audience.
Performance through People	<ul style="list-style-type: none"> • Has a creative and collaborative approach to problem solving and working with others to reach a solution. • Demonstrates ability to support the line manager and work as part of a team. • Communicates effectively & professionally with range of stakeholders including colleagues, elected members, citizens and service providers. • Has excellent interpersonal and communication skills
Delivering Results	<ul style="list-style-type: none"> • Implements high standards of service delivery and work quality. • Contributes ideas and suggestions as to how quality of work can be improved. • Takes responsibility for the delivery of results and for bringing projects and tasks to completion in their area of operation. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations. • Is aware of and understands relevant legislation, regulations and policies that govern the Local Authority.
Personal Effectiveness	<ul style="list-style-type: none"> • Is enthusiastic about the role and motivated in the face of difficulties and obstacles • Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently. • Manages their time effectively, focusing on essential tasks and responsibilities. • Is open to take on new challenges or responsibilities • Keeps up with current and emerging developments, trends and best practice in this area.
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local Government. • Knowledge of current local government issues. • Understanding of the role of a General Services Supervisor.

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| | <ul style="list-style-type: none">• Knowledge and experience of operating ICT systems. |
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Particulars of Employment

Location

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.

Drivers Licence

Successful applicants employed by Kildare County Council will be required to use their transport on occasions on official business. In such situations the employee must hold a current clean driver's licence and have available adequate means of transport.

It is the responsibility of the employee to arrange the appropriate car insurance for business use and to indemnify Kildare County Council with the indemnity specified on the insurance certificate under the heading "Persons or classes of person who are covered". Documentation to confirm the appropriate insurance cover will be required to be supplied to the Council on an annual basis.

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 may 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 worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements

General Service Supervisors report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate 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

€837.39 per week to €957.94 per week (maximum)

€975.25 per week (LSI 1) (after 3 years satisfactory service at maximum)

€992.69 per week (LSI 2) (after 6 years satisfactory service at maximum)

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 65 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 whole-time, 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 Pages 5, 6 and 7 of 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.

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.

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. Team Work and Communicating Effectively**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 6 and 7.

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

Candidates must, by the date of any job offer, 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