

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

CLERK OF WORKS
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 30th June 2022

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

Contact:
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Kildare County Council
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JOB DESCRIPTION

THE JOB: CLERK OF WORKS

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

RESPONSIBILITIES/DUTIES:

The duties shall be such as may be assigned to the Clerk of Works and may include some or all of the following and will depend on assignment:

- Supervising the construction and repair of dwellings, civic buildings, public realm projects and of other works;
- Certification of proper use of materials and preparation of costings of work done;
- Inspection of works of building construction, development and ancillary civil engineering works to ensure compliance with specifications, energy and accessibility standards, building regulations, building grant requirements, fire safety standards, development management standards and planning permission, etc;
- Carrying out building surveys and audits to determine appropriate building energy upgrade works, as well as supervising works and carrying out energy monitoring;
- Working as part of a team, often working with consultants and contractors on behalf of the Council;
- Liaising with and assisting Kildare County Council technical and administrative staff/external agents engaged by Kildare County Council;
- Control and supervision of staff as required;
- Attending office and site meetings as required;
- Inspecting and reporting on the condition of structures, specifying repairs, renewals, adaptation, extension or rebuilding considered necessary to make unfit or defective premises fit for human habitation, or put them into good repair, and the preparation of estimates of cost thereof;
- Inspecting social housing stock to determine repair and upgrade works including fire and water damage repairs, preparing schedules of repair and upgrade works and associated costs estimates, liaising with contractors and monitoring repair and upgrade works on site and certifying the satisfactory completion of repair and upgrade works;
- Carrying out such duties as may be necessary in connection with legal proceedings, including attendance at Court and giving evidence as required
- Carrying out inspection as directed with a view to ascertaining the existence of dangerous structures/buildings/places or those likely to become

- dangerous including all the required legal processes and supervision of works as necessary;
- Carrying out such other duties including duties within the area of any other local authority, as may be assigned by the County Council from time to time;
 - Carrying out inspections of dwellings to determine their suitability for use for social housing purposes;
 - Managing the handover process of dwellings between the contractor and Kildare County Council and assisting tenants in the induction process during to initial occupation of dwellings and dealing with any post occupancy queries;
 - Monitoring compliance with health and safety on sites;
 - Maintaining technical knowledge in relation to residential building construction, Building Regulations and the Technical Guidance Documents.
 - Maintaining Safepass and conducting assigned roles and duties in a safe manner.

The above specification is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other Duties from time to time.

THE IDEAL CANDIDATE

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

- Can demonstrate a detailed knowledge and understanding of Health and Safety Legislation (including an understanding of the role of managers in safety management of the workplace), the Building Regulations.
- Has a thorough understanding and working knowledge of the Building Regulations, Technical Guidance Documents, particularly related to the construction of housing.
- Has an understanding of Public Procurement regulations and Tender procedures related to construction works and works related services.
- Has extensive experience of supervision and monitoring of construction including new build, maintenance, refurbishment and energy efficiency retrofitting works for the purposes of Quality Control, compliance with contract drawings and good building standards.
- Has experience in the inspection of dwellings, and buildings and civil engineering works and subsequent preparation of technical reports, remediation strategies and schedules of work to be used for tender purposes.
- Has a knowledge of modern methods of construction and advanced energy standards.
- Be computer-literate and have an ability to record and communicate through a broad range of digital operating systems and equipment.

- Has a high degree of personal judgement and technical skill with good interpersonal and communication skills and able to engage positively with onsite staff, Council work-teams, tenants and the general public.

Driving Licence

Applicants should at the latest date for receipt of applications hold a full driving licence for Class B vehicles.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Clerk of Works 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:

- I. (a) Hold a degree in Engineering or Architecture;

Or

- (b) Hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council;

Or

- (c) In the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced

Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;

- II. Have an adequate knowledge of civil engineering works or of building construction;
- III. Be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
- IV. Have a satisfactory knowledge of the surveying, levelling and setting out of works

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

EXPERIENCE

Each candidate must satisfy the local authority that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the office for which he/she is a candidate.

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:

€49,530 per annum to €56,478 per annum (maximum)
€58,489 per annum (LSI 1) (after 3 years satisfactory service at maximum)
€60,512 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 his 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 (37 Hour Week)

The hours of work are 9.00 a.m. to 5.24 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.

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 which may include being based in site offices.

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.

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.

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/Recruitment/>

Closing date is Thursday 30th June 2022 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 as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

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| <p>Management and Change</p> | <ul style="list-style-type: none"> • Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation • Proactively identifies areas for improvement and develops practical suggestions for their implementation • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes • effectively • Applies appropriate systems/processes to enable quality checking of all activities and outputs |
| <p>Delivering Results</p> | <ul style="list-style-type: none"> • Plan and prioritises work and resources effectively • Practices and promotes a strong focus on delivering high quality customer service • Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations • Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate |
| <p>Performance through People</p> | <ul style="list-style-type: none"> • Builds and maintains contact with colleagues and other stakeholders to assist in performing role • Acts as an effective link between staff, consultants, contractors and senior management • Encourages open and constructive discussions around work issues. • Presents information clearly, concisely and has excellent communication skills. |
| <p>Personal Effectiveness</p> | <ul style="list-style-type: none"> • Keeps up with current developments, trends and best practice in area of expertise and responsibility. • Is enthusiastic about the role and is 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 |

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.