

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

DRIVER
PERMANENT & CONTRACT POSTS
Closing Date: 4.00 p.m. on 18th August 2022

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

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
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JOB DESCRIPTION

THE JOB: DRIVER

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

The successful candidate will be appointed within the Transportation Department and may be based in the Machinery Yard, Roads Maintenance Depots or other council facilities.

RESPONSIBILITIES/DUTIES:

The driver shall carry out such duties and instructions as are issued from time to time and shall in particular;

- Be fully responsible for the operation and care of the vehicle and ancillary equipment allocated to them by the relevant line manager (e.g. Foreman, General Services Supervisor, Machinery Superintendent, Engineer in Charge);
- Familiarise themselves with the instructions issued by the machinery manufacturer and the relevant line manager so that they may operate the machine in an efficient manner;
- Drive any County Council vehicle assigned to them;
- Carry out all works which are assigned to the crew they are working with;
- The Driver will be required to take part in all duties appropriate to General Operatives in the Department where they are employed;
- Always keep the vehicle in good order and condition and carry out regular washing, oiling, greasing, tightening of nuts-and-bolts, dirt removal and mechanical adjustment, on a regular basis or as required;
- Have due regard to Health, Safety and Welfare at Work legislation particularly with the loading of vehicles and the operation of any lifting equipment;
- Assume personal responsibility for their own safety at work;
- Immediately notify the relevant line manager in the event of a break-down or unsatisfactory running of the vehicle;
- Submit accurate and complete records including weekly time sheets and any such other returns that are required, including walk around vehicle check sheets, records of hours worked, mileage and receipts of fuels and oils purchased;
- Operate existing and all new technology including GPS technology, and record daily operations on existing/new systems, through smartphone, tablet, or any other similar device;

- Take every care to safeguard the public and the plant in their care. In the event of an accident, they shall immediately report it to the Machinery Superintendent;
- Work cooperatively with all other staff and deal effectively and courteously with customers;
- Comply with all County Council policies and procedures in all aspects of their work;
- Submit motor claim accident reports to the relevant line manager within 24 hours of any incident occurring;
- Ensure qualifications such as CPC courses, Health and Safety courses, SafePass and other training skills are updated as required;
- Be required to work in any part of the County as directed by the relevant line manager and on any vehicle which is allocated to them;
- To carry out any other instructions which may be given from time to time.

THE IDEAL CANDIDATE

It is desirable that candidates 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

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/EXPERIENCE, ETC.:

Candidates are required to:

- Have undergone such training and have had such experience as will enable them to carry out the responsibilities/duties detailed above to a high standard.
- 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.
- Hold a full Class C Driving Licence free from endorsements at latest date for receipt of completed applications. Candidates may be required to undergo a driving assessment as part of the recruitment and selection process.
- Hold a valid Driver Certificate of Professional Competence Card (Driver CPC Card) prior to taking up duty.
- Have a valid Safe Pass Card prior to taking up duty

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:

The present weekly scale is:-

€648.26 - €651.84 - €654.93 - €656.79 - €658.64 - €660.53 - €662.23 - €664.21 - €666.07 - €668.03 - €670.04 - €670.04 - €670.04.

On appointment, the employee will be placed on the minimum point and shall progress along the scale by annual increments.

Wages are calculated and paid on a fortnightly basis in arrears.

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)

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

Location

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

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 office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. This is particularly important to facilitate emergency and on call requirements.

Assignment and Transport

Successful candidates will be appointed to a Council premise/depot within the County as vacancies arise and will be responsible for providing their own transport to and from the premises/depot.

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.

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

It is preferable that completed application forms be e-mailed to jobs@kildarecoco.ie. Postal applications (4 copies) should be addressed to Kildare County Council, Human Resources, Áras Chill Dara, Devoy Park, Naas, Co. Kildare. **Closing date is Thursday 18th August 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 for the position.

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.