

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

GENERAL SERVICE SUPERVISOR
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 23rd March 2023

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

Contact:
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JOB DESCRIPTION

THE JOB: GENERAL SERVICES SUPERVISOR

Kildare County is seeking to establish a panel of General Service Supervisors 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 within 1 of the 5 Municipal Districts;

1. Naas
2. Kildare – Newbridge
3. Clane – Maynooth
4. Celbridge – Leixlip
5. Athy

RESPONSIBILITIES/DUTIES:

The General Services Supervisor shall, under the direction of the Municipal District Engineer or other delegated person discharge all duties related to their work including those set out hereunder: -

- To supervise and direct general operatives/gangers or others in their area whether directly employed by the Council or under contract.
- To ensure that all works in their charge are always suitably completed; verifying and initialling 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 conditions on all works, maintenance, construction, depots, quarries and gravel pits under the control of the County Council and in charge of the Supervisor, so as to ensure that they are properly and safely operated in accordance with the relevant legislation.
- 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 respond to reasonable requests for assistance from the Municipal District Engineer/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 carry out early and late inspections of gangs as required and to attend on the roads or on works during the normal working hours of the Council's employees.
- To travel as required and inspect public roads in their area, and to take all necessary steps for keeping them in good repair at all times, subject to general direction of the Municipal District Engineer.

- To collect and check Ganger's time books and prepare pay sheets, and to take them to the District Office for examination at the appropriate time.
- To see that all signposts, warning signs, public lights and litterbins or other notices in their area are maintained in a proper condition and to report vandalism of such items.
- To keep records of all work done including materials produced, supplied and used and quantities or work done. To check measurement of loads, etc., so as to verify that they contain the amounts specified. They should maintain a personal daily diary, which can be inspected at any time. This diary may be electronic or manual. This diary to include detailed accounts of incidents which could lead to litigation by others. This work to be carried out as part of normal daily duties.
- To prepare requisitions for articles or materials required for road, sanitary, housing or other works in their area, and to complete all forms required in connection with supply of such articles or materials.
- 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 liaise with and supervise work carried out by contractors/sub-contractors engaged by the local authority.
- To prepare data necessary to enable the Municipal District Engineer to work out daily or fortnightly costings, or other necessary analysis of expenditure in relation to work done as required.
- To furnish all reports and returns in connection with works, quarries, accidents and sundry matters, which may be required from time to time.
- To serve notices on landowners in connection with hedge cutting, spillages and cleaning of drains and other relevant Statutory notices. To give evidence in Court when required in connection with these matters, or any other matter which are the concern of the County Council.
- To keep the Municipal District Engineer 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 Municipal District Engineer informed of such dealings.
- To use as required Information Technology equipment including digital cameras, personal computers, and handheld technologies.
- To act if directed as an Authorised Officer of the Council under the Litter Pollution, Water Pollution, Waste Management Acts and other relevant Acts.
- 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 ensure that the provisions of the Health and Safety legislation are complied with.
- To carry out any other instructions which may be given by the Municipal District Engineer or their Assistants from time to time.

THE IDEAL 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.

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).

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

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

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 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 **two years** satisfactory experience of the following matters:

- a) civil engineering works, with particular emphasis on road building, road surfacing and road maintenance works;
- b) civil engineering construction techniques, including road surfacing, footpath
- c) construction, leveling, pipe laying, fencing and block laying, together with a
- d) working knowledge of maintenance and repairs of roads, drains, open spaces and
- e) other services for which the Council has responsibility;
- f) technical drawings, with the ability to translate working drawings into civil
- g) engineering works;
- h) report writing and record keeping, with the ability to write clear and concise
- i) reports, and the capacity to accurately measure and record work carried out by
- j) those supervised; and
- k) supervisory skills, with the ability to manage, direct and motivate groups of
- l) operatives.

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:

The present weekly scale is: -

€823.02, €839.97, €856.89, €874.33, €891.65, €908.96, €926.34, €943.57, €960.84, €978.02.

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 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

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 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

Successful candidates will be appointed to depots within the municipal districts.

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

Travelling

The successful candidate will be supplied with a Council vehicle for the sole purpose of carrying out their duties.

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 25 days including Good Friday.

Mobile Phone

The person employed will be required to carry/use a County Council mobile phone and if deemed necessary other devices (laptop/tablet) during working hours and while on call.

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.

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 <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 23rd March 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 may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only 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 to fulfil the responsibilities of the role.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the relevant qualifications for the office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of a panel will not be more than one year from the date of formation, unless extended.

Candidates will also be assessed under the following key competencies.

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.
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<p>Delivering Results</p>	<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.
<p>Personal Effectiveness</p>	<ul style="list-style-type: none"> • 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. • Is open to take on new challenges or responsibilities • Keeps up with current and emerging developments, trends and best practice in this area.

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.