

KILDARE COUNTY COUNCIL

CLERK OF WORKS CONTRACT & PERMANENT

QUALIFICATIONS AND PARTICULARS

CLOSING DATE 29th AUGUST 2019 AT 4.00 P.M.

Kildare County Council is seeking to establish a panel of Clerks of Works to fill Contract and Permanent posts that are sanctioned during the life of the panel.

The office is whole time and pensionable.

Character

Candidates shall be of good character.

Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Training, Experience, etc.

Candidates must on the latest date for receipt of completed application forms for the office:-

- (i) (a) Hold a degree in Engineering or Architecture or an equivalent professional qualification;

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 work records, measuring and recording all variations from contract and reading drawings;
- (iv) have a satisfactory knowledge of the surveying, leveling and setting out of works.

Experience

Candidates must satisfy the local authority that they have had adequate experience of a type which would render them suitable to perform satisfactorily, the duties of the office.

Such experience would include:

- (a) Current Health & Safety Legislation
- (b) Building Regulations & Technical Guidance Documents
- (c) Building construction and detailing related to Housing
- (d) Monitoring of construction works and liaising with contractors
- (e) Inspection of dwellings/buildings and preparing technical reports and schedules of repair work for tender purposes

Working knowledge in the areas listed below is desirable

- (a) Preparation of tender packages
- (b) Retrofitting/refurbishment experience, particularly relating to Housing
- (c) Knowledge of Private Rental Standards for housing

Desirable characteristics:-

- (a) Strong Work Ethic
- (b) Self motivated & able to work on own initiative
- (c) Team player
- (d) Good communicator
- (e) Ability to deal with the public and public representatives

Salary

€46,770 per annum to €53,345 per annum (maximum)

€55,246 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€57,157 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

In accordance with circular EL05/2016 existing Public Servants in analogous grades and pay scales when moving without a break from one part of the public service to another may retain current point on scale.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Management and Change	<p>Standards, Ethics and Governance</p> <ul style="list-style-type: none"> • Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility, in the wider authority • Understands and adheres to the Code of Conduct for employees and complies with all Council rules, regulations and procedures. • Ensures that there is full understanding of and compliance with all Council rules, regulations and procedures for employees within designated area of responsibility. • Understands, supports and embeds the principles of diversity. • Understands, supports and embeds Information and Consultation. <p>Influencing and Negotiating</p> <ul style="list-style-type: none"> • Brokers agreement with others, to your team's objectives. • Takes a long term pragmatic view when required.
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	<p>Safety, Health & Welfare at Work.</p> <ul style="list-style-type: none"> • Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.
<p>Delivering Results</p>	<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • Can pinpoint the critical information and can address issues logically. • Understands the context and impact of decisions made. • Acts decisively and makes timely, informed and effective decisions. <p>Ensuring Compliance</p> <ul style="list-style-type: none"> • Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties. <p>Delivering Quality Outcomes</p> <ul style="list-style-type: none"> • Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. • Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.
<p>Performance through People</p>	<p>Managing Conflict</p> <ul style="list-style-type: none"> • Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction. <p>Communicating Effectively</p> <ul style="list-style-type: none"> • Recognises the value of and requirement to

	<p>communicate effectively with all employees.</p> <ul style="list-style-type: none"> • Has effective verbal and written communication skills. • Has good interpersonal skills.
<p>Personal Effectiveness</p>	<p>Qualifications and Knowledge</p> <ul style="list-style-type: none"> • Achieves a proficient level of knowledge, skills and formal qualifications, where necessary. • Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development. <p>Integrity</p> <ul style="list-style-type: none"> • Is honest and trustworthy in all dealings. • Adopts an even handed approach and is fair, consistent and open in all matters. • Models and promotes appropriate social, ethical and Council standards in all interactions. • Demonstrates a strong commitment to delivering an effective Public Service. <p>Personal Motivation ,Initiative and Achievement</p> <ul style="list-style-type: none"> • Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. • Does more than is required or expected, anticipating situations and acting to pre-empt problems. • Takes action within the bounds of own ability. • Creates new opportunities.

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

The Post is based in Áras Chill Dara, Devoy Park, Naas, Co. Kildare, however while assigned to projects, the base may be the site for the duration of the works.

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

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.

Recruitment

The appointment will be made on the result of an interview conducted by, or on behalf of, the local authority.

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.

A panel may be formed as a result of these interviews from which further Clerk of Works positions arising may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may be appointed as appropriate vacancies arise.

Medical

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

Garda Vetting

A person who is being considered for appointment may be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

Probation

For permanent posts

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 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;
- (e) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Kildare County Council.

For contract posts

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect during which such persons shall hold office on probation;
- (b) Such persons shall cease to hold office at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.
- (c) There will be assessment(s) during the probationary period;

Duties

The duties of the office are to give to the local authority and

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive and

- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an employee of a higher level.

Residence

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

Superannuation and Retirement

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

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. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension

Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned.

Further information is available from the Human Resources Department.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

Pension Abatement

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

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.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the

wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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. The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

Mobile Phone

The person employed will be required to carry/ use a County Council mobile phone during working hours and while on call.

Travelling

The applicant must at the latest date for receipt of applications hold a **full driving licence for Class B vehicles** 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.

Travel expenses for official journeys will be paid at appropriate civil service rates as adjusted from time to time.