

KILDARE COUNTY COUNCIL

COMMUNITY WARDEN

QUALIFICATIONS AND PARTICULARS

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

The office is wholetime permanent 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.

Each candidate must on the latest date for receipt of completed application forms for the post –

- (a) Possess satisfactory experience relevant to the post and be able to demonstrate an awareness/understanding of the role
- (b) Have a standard of education sufficient to enable him/her to discharge the duties of the post

Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised

Salary

The remuneration for the employment shall be that negotiated from time to time.

The present weekly scale is:-

€666.61 - €673.33 - €679.88 – €687.01 - €694.12 - €701.37 - €708.44 - €715.11 - €721.74 - €726.17.

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.

Working Hours (39 Hour Week)

The hours of work are a flexible five (5) day thirty-nine (39) hour week rostered over 6 days Monday to Saturday.

Unsocial hours allowance will be paid for Saturdays worked. The allowance is currently €13.33.

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 successful candidate will be assigned to an area(s) at the discretion of Kildare County Council.

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

Annual Leave

Annual leave will be allowed in accordance with the provisions of the Organisation of Working Time Act, 1997.

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 inclusive of Good Friday.

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 Community Warden 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 will be required to complete a Garda Vetting application, the results of which will be considered before an offer of employment is made.

Probation

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.

Duties

Community Warden Post (appendix 1).

The Warden will have a reporting relationship to the Supervisor, Pay Parking Officer in the Transportation Section and the Staff Officer in the Environment Section.

- (1) The person appointed may be required to carry out the duties allocated to him/her by the County Council under the general direction and supervision of the Chief Executive, or the person delegated by the Chief Executive relative to the enforcement of:-
 - (A) The attached Appendix as agreed with the Garda Commissioner.

(B) Matters relating to:-

- i. The Litter Pollution act, 1997;
 - ii. Roads Act, 1993;
 - iii. Road Traffic Act, 1994;
 - iv. Waste Management act, 1996 and associated regulations
 - v. Public Health (Ireland) Act, 1878;
 - vi. Public Health Acts Amendment Act, 1907;
 - vii. Local Government (Sanitary Services) Acts, 1948, 1962, 1964;
 - viii. Waterworks Clauses Act, 1847, (certain provisions of this act incorporated by Section 67 of the 1878 Act)
 - ix. Housing act, 1966;
 - x. (Housing Act, 1966 (amended by section 33(1) of Housing (Miscellaneous Provisions) Act, 1992;
 - xi. Air Pollution Act, 1987;
 - xii. Noise Pollution under sections 106-108 of EPA Act, 1992;
 - xiii. Local Government (Water Pollution) Act, 1977;
 - xiv. Local Government (Water Pollution) (Amendment) Act, 1990;
 - xv. Local Authorities Traffic Wardens Act, 1975;
 - xvi. School Warden – Road Traffic Act, 1961;
 - xvii. Bye-Laws under the Local Government Act, 1994;
 - xviii. and any subsequent Directive, Act, Regulation, Bye-Law or other legislation, relative to the enforcement objectives of Kildare County Council.
 - xix. Derelict sites act, 1990;
 - xx. Local Government (Planning and Development) Act, 1963 – 2000
 - xxi. Pounds Regulations 1985, Pounds (Provision & Maintenance) Act, 1935.
- (2) The person appointed will be required to undergo initial training at location to be decided by Kildare County Council and will also be required to attend refresher courses from time to time. Such training may include modules on first aid, dealing with people, communication skills, language training, tourist information etc.
- (3) The person appointed will be based at Aras Chill Dara or such alternative locations as may be designated by the Chief Executive.
- (4) The person appointed may be required to carry out the duties set out in (1) above throughout Kildare County Council's area and any other area as directed.

- (5) The person appointed will be required to work in co-operation with any agency, organisation or statutory body as directed by the Chief Executive, in the operation of their duties.
- (6) The person appointed will be required to keep and furnish records and reports relating to his/her duties as directed by the appropriate supervisory officer.
- (7) The person appointed will attend Court, as necessary on behalf of Kildare County Council.
- (8) The person appointed may be required to attend Schools, Road Shows and Community/Residents' Groups and participate in schemes to promote environmental awareness as well as arrange, coordinate and report on surveys as required.
- (9) The person appointed will be required to report for instructions at such time and place notified to him/her by the appropriate supervisory officer.
- (10) The person appointed will be required to carry out such duties as assigned to him/her from time to time.

Community wardens will be required to liaise with an Garda Síochána at local level, and also with local Area Engineers and other appropriate officers of Kildare County Council. In relation to the role of keeping in touch with, and assisting the elderly, liaison will be required with Health Service Executive and voluntary care organisations, together with the Housing Section of Kildare County Council and the Garda Authorities.

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.

Use of Modern Technology

The person employed will be required to carry/ use all equipment provided, including computers, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

Uniform

The person appointed will be required to wear a uniform (which will be supplied by the Kildare County Council) at all times when on duty, unless otherwise authorised by Kildare County Council.

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. In certain circumstances and at the sole discretion of the Council, the successful candidate may be supplied with a Council vehicle for the sole purpose of carrying out his/her duties.

The applicant must fully comply with Kildare County Council's Travel and Subsistence Policy.