

KILDARE COUNTY COUNCIL

**WATER SERVICES OVERSEER
NORTH EAST KILDARE**

QUALIFICATIONS AND PARTICULARS

CLOSING DATE 26th MARCH 2020 AT 4.00 P.M.

The office is whole time 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 and Training

Each applicant must have a good standard of general education, such as will enable the suitable applicant to carry out work which may be assigned to him, including the keeping of such records and the submission of reports as are required by the council.

Each candidate must have some knowledge and experience of mechanical/electrical equipment.

Transport

The suitable applicant will be required to satisfy the council that they are the holder of a valid full unendorsed driver's licence for class B vehicles and are a competent driver.

The overseer is required to provide their own form of motor transport throughout the working day and to indemnify the Council on their insurance policy. Travel expenses will be paid at appropriate rates. The council reserves the right at any future date to provide a vehicle for the use of the overseer in connection with his/her work.

Remuneration

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

The present weekly scale is: -

€797.67, €806.56, €810.92, €815.66, €820.14, €822.52, €824.77, €827.07,
€829.40, €833.08, €835.90, €842.76.

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

Normal working hours are 8.00 a.m. to 4.30 p.m., Monday to Thursday and 8.00 a.m. to 3.30 p.m. on Friday. A Local Productivity Agreement applies from 3.30 p.m. to 4.30 p.m. on a Friday.

The overseer shall also be required to be available to work regular paid overtime if necessary and to deal with messages from the Council's emergency response system.

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.

The Council reserves the right to alter your hours of work from time to time.

Location

The person appointed will be based initially at Ballygoran Reservoir offices near Maynooth.

Kildare County Council reserves the right to assign the person to any other 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 **25** days per annum 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 Water Services Overseer North East Kildare 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

The successful applicant shall be responsible for the maintenance of the county water **infrastructure** and assigned to the North Eastern Area of County Kildare. At a future date they may be required to operate in other areas of the county as directed by the Chief Executive. The overseer will be required to deal with all operating and staff issues that arise as directed by the Area Engineer or other designated officer of the Council.

The overseer shall be available to work regular overtime if required and to deal with messages from the Council's emergency response system.

The overseer shall cooperate with any "on call" arrangements introduced by the Council

Main duties shall include:

- a) General supervision of the waterworks caretakers in the area and any additional caretakers that may be appointed from time to time. Also, general supervision of labourers and plant.
- b) Responsibility for regular inspection of all pumping stations, reservoirs and water towers in the area.
- c) The Overseer shall be responsible for all chemical dosing plant, including chlorination and fluoridation, in the area.
- d) The Overseer will be responsible for seeing that all mains, valves, hydrants and fittings are in good order, accessible and easily located. In addition, be responsible for organising and supervising the repair or replacement of any defective mains or fittings and keeping marker posts and plates painted and clearly visible.
- e) Any future extensions to the supply, whether by extensions of the existing mains, installation of a new scheme will be considered as part of the existing distribution and it shall be the duty of the overseer (and local caretaker) to supervise and maintain such extensions.
- f) The overseer will be required to ensure that all sources, well bores, etc., are kept in a clean and tidy condition and adequately protected. The overseer will also be required to supervise the washing out of mains, reservoirs and water towers when instructed by the Engineer.
- g) The Overseer will also be responsible for checking the time returns on his Caretakers and for returning the time of any labourers and plant under his control and checking material deliveries for quality and quantity.

- h) The overseer shall keep the Engineer informed of any unusual developments (burst, power failure, breakdown of plant) in his area on a daily basis (or as directed by the Engineer) and shall record, in a diary provided by the council such events.
- i) The Overseer shall ensure that all caretakers keep their records properly and submit same to the Engineer for inspection on request.
- j) It will be the Overseer's duty to ensure that every works, station or store is properly maintained and that the grass is kept cut, the gates have proper locks and the boundary fences are in good order. All access covers to reservoirs should be kept locked.
- k) The Overseer will ensure that the mains meters are regularly read and in good order and assist with waste water surveys when directed by the Engineer.
- l) The overseer will also inspect each water application to determine where the connection is required. The type and size, if a road is to be opened or not and the size of main to be tapped. He shall supervise each connection made to the Council mains and record each one and return the information each month to the Water Services Section.
- m) The overseer will ensure as far as possible that no unauthorised connections are made to the Council mains or to existing service connections.
- n) The Overseer will also regard the laying of any water mains, whether by Group Schemes, County Council Direct Labour Units or developers which connect to the Council mains are as being the overseer's responsibility and should report to the proper quarter if the laying, backfilling etc., is not being properly done. The overseer will be required to check on the testing of such mains in the absence of the Engineer.
- o) The overseer shall be especially vigilant on developing sites or abandoned schemes to ensure there is no wastage of water.
- p) The overseer will be required to carry out pressure testing and flow testing where and when directed by the Engineer, and to check on automatic pressure recording instruments when in use.
- q) The Overseer shall be responsible for the carrying out of any minor alterations or repairs to the waterworks installation. Where major repairs are carried out, the Overseer may be required to be responsible for keeping a record of the time worked by Plumbers, Council fitters or other skilled workmen when engaged on repairs of this nature.

- r) The Overseer will be required to co-operate in the discontinuance of water supplies to areas, individuals, householders, farms, business service connections, when instructed by the Engineer.
- s) The Overseer will be required to assist in any other area when called on by the Engineer during an emergency or during holiday periods.
- t) Any other duties assigned to the overseer by the Senior Engineer or other authorised officer which relates to public water supply.
- u) The Overseer is required to check that works carried out on site is in compliance with health & safety in terms of risk assessment, method statement and traffic management.

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 dependent 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 dependent 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 or other communication equipment including hand held devices during working hours and while on call.