

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

Water Service Overseer
PERMANENT & CONTRACT POSTS

AREAS:

**SOUTHERN AREA, WESTERN AREA, EASTERN AREA, NORTH EASTERN
AREA & NORTH WESTERN AREA**

Closing Date: Wednesday, 28TH April 2021 at 4.00 p.m.

Kildare County is committed to a policy of equal opportunity.

Contact:
Human Resources Department
Kildare County Council
Áras Chill Dara
Devoy Park
Naas
Co. Kildare

Email: jobs@kildarecoco.ie
Telephone: 045 980740



JOB DESCRIPTION

THE JOB: WATER SERVICE OVERSEER

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

RESPONSIBILITIES/DUTIES:

The Water Service Overseer will report directly to the Area / Senior Engineer, or such person as may be assigned from time to time by Kildare County Council.

Water Service Overseers will be expected to carry out the following non-exhaustive list of duties:

The successful applicant shall be responsible for the maintenance of the county water **infrastructure** and assigned to the Relevant 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.

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Water Service Overseer are:

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.:

Applicants must have a good standard of general education, such as will enable the suitable applicant to carry out work which may be assigned, including the keeping of such records, and the submission of such reports as are required by the Council. The person appointed shall be required to attend training as directed by the Engineer.

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

Please submit copies of any certificates, diplomas or degrees you may have with the application form.

Driving Licence

Applicants should at the latest date for receipt of applications hold a full unendorsed driving licence for **Class B** vehicles, be a competent driver 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.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

Remuneration:

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

The present weekly scale is: -

€813.62, €822.69, €827.14, €831.97, €836.54, €838.97, €841.27, €843.61, €845.99, €849.74, €852.62, €859.62,

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.

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

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

Staff will be based at council facilities within the county.

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

Transport

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.

Residence

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

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.

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.

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 Wednesday 28th April 2021 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

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 qualifications declared 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.

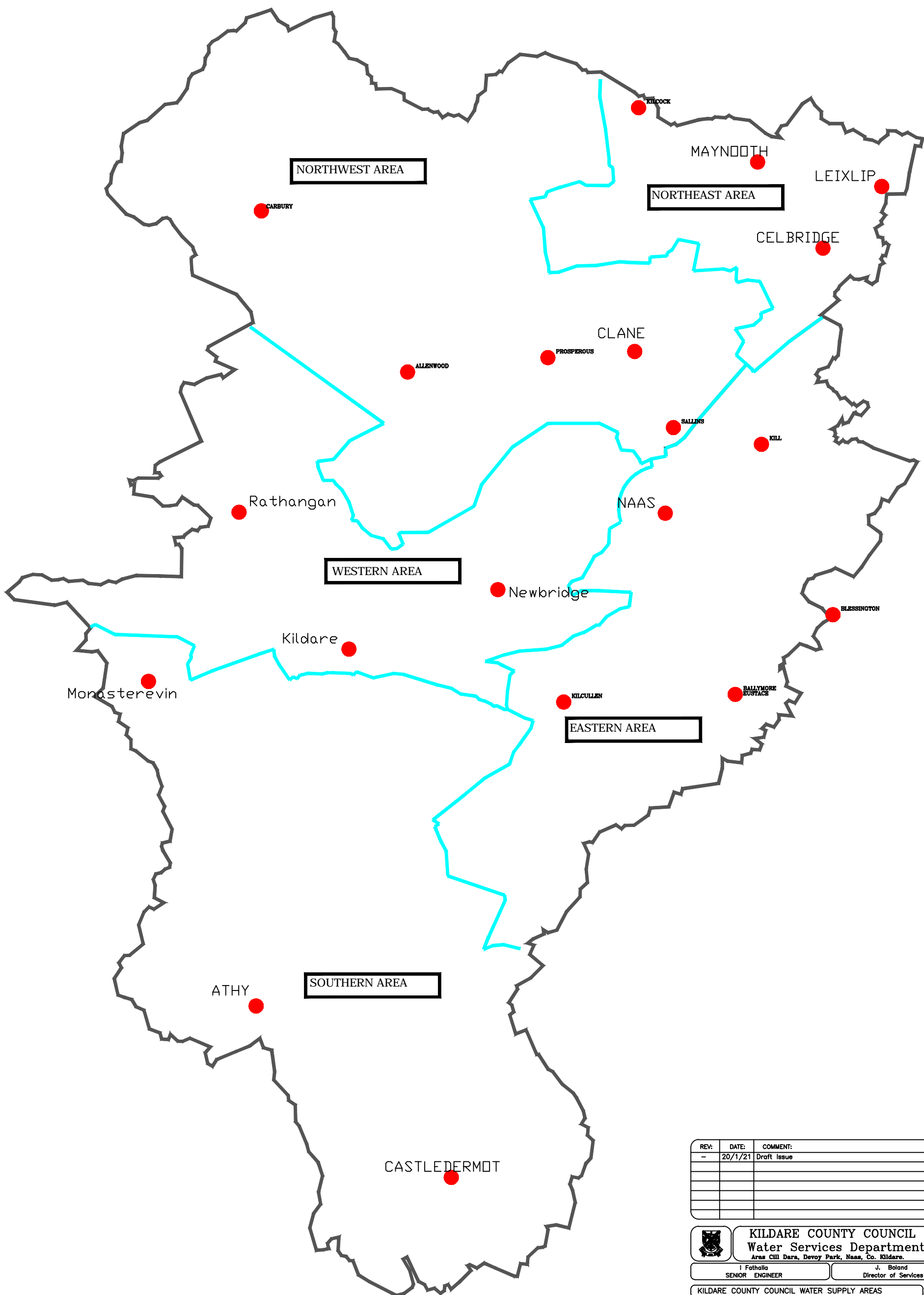
APPOINTMENT

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.



REV:	DATE:	COMMENT:
-	20/1/21	Draft Issue


KILDARE COUNTY COUNCIL
 Water Services Department
 Area Cill Dara, Devoy Park, Naas, Co. Kildare.

I Fathalla SENIOR ENGINEER J. Boland Director of Services

KILDARE COUNTY COUNCIL WATER SUPPLY AREAS

Title: Caretakers & Overseers locations map

Date May 2018 Scale N.T.S. OS: - By: DMcN Rev: -

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