



Comhairle Contae
Loch Garman
Wexford
County Council

Candidates Information Booklet

General Services Supervisor (Roads)

(This competition is to create a panel from which future temporary and permanent vacancies may be filled)

Closing Date:
5.00 pm Thursday 21st November, 2024

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

This competition is being managed by:

*Recruitment Desk
HR Section
Wexford County Council
053 919 6000
E: recruitment@wexfordcoco.ie*

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

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

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Candidates **must**, on the closing date for receipt of application forms for the post:-

- a) Have a good standard of education that would enable him/her 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.
- b) Hold a **current** clean full driving licence (minimum Class B), details of which must be entered on the application form and have satisfactory experience of driving.
- c) Hold a **current** Safe Pass Registration Card, details of which must be entered on the application form.
- d) have appropriate multifunctional experience relative to the position and in particular should have experience in a supervisory capacity in dealing with both skilled and unskilled works.
- e) Each candidate should be competent and have such training or experience as shall be 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 experience of the following matters :-
 - civil engineering works, with particular emphasis on road construction, road surfacing and road maintenance works;
 - civil engineering construction techniques, including road surfacing, footpath construction, leveling, pipe laying, fencing and block laying, together with a working knowledge of maintenance and repairs of roads, drains, open spaces and other services for which the Council has responsibility;
 - technical drawings, with the ability to translate working drawings into civil engineering works;
 - report writing and record keeping, with the ability to write clear and concise reports, and the capacity to accurately measure and record work carried out by those supervised; and

- supervisory skills, with the ability to manage, direct and motivate groups of operatives.
- Understanding of participation and management in major emergency events on behalf of the Council.

4. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

PERSON PROFILE

DUTIES:

The duties of the post are to give to the local authority.

- (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 direction and supervision of the relevant Engineer such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties.

The General Services Supervisor shall arrange under the direction of the relevant Engineer, or his/her appointed representative, the efficient execution of all works in his/her area of charge and discharge all other duties related to his/her work including those set out hereunder: -

- To supervise and direct employees in his/her charge.
- To supervise all works in his/her charge, so as to ensure that they are properly and safely operated in accordance with the relevant legislation.
- To inspect the public roads, including road signs and road furniture, in his/her area, and to take all necessary steps for keeping them in good repair, subject to the general direction of the Area Engineer.
- To carry out inspections of road gangs, and to attend on the roads during the normal working hours of the Council's employees.
- To check the timesheets of all employees in his/her charge
- To record and report on employee's overtime, and take appropriate action as directed.
- To participate, as required, in the evaluation and appraisal of employees by the Area Manager/Area Engineer, or his/her appointed representative.
- To list the weekly plant requirements of the Foremen under his/her control and to arrange for the hire of the appropriate plant through the Supervisory Overseer (Machinery Section).
- To supervise the performance of all machinery and plant in his/her area and to ensure that all plant is properly and safely opened and gainfully employed.
- To check the signed plant sheets, both Council and private, to ensure that correct times are being recorded.
- To liaise with and supervise, when directed, work carried out by contractors/sub-contractors engaged by Wexford County Council.
- To be responsible for the efficiency of all direct labour road works in his/her area of charge, and to carry out all instructions and furnish any reports, records or other particulars prescribed by the Area Engineer.
- To keep records of all work carried out in his/her area of charge, including details of labour and plant, quantities of materials used, rates of spread and unit costs.
- To report immediately the circumstances of any inefficiency or unsatisfactory work or service in his/her charge and to carry out the direction consequent on such reports.
- To prepare data necessary to enable the Area Engineer to work out daily or weekly costings, or other necessary analysis of expenditure in relation to work done as required.
- To assist the Area Engineer in the preparation and compilation of maintenance records.

- To co-ordinate, under the direction of the Area Engineer, the annual Strengthening and Surface Dressing Programmes.
- To ensure that safe work practices are followed.
- To ensure that adequate stocks of materials, tools and signs are available.
- To be responsible for the custody of all maintenance and construction materials, tools and equipment in his /her area, and for the keeping of any records necessary in relation thereto.
- To prepare requisitions for articles or materials required for road works in his/her area, and to complete all forms required in connection with supply of such articles or materials.
- To supervise bridge maintenance works, as directed by the Area Engineer.
- To co-operate and participate in Wexford County Council's 24 hour Emergency Call-out System.
- To carry out duties outside of normal working hours.
- To liaise with other sections of Wexford County Council on works and emergencies.
- To manage local responses to emergency events under the direction of the Area Engineer such as flooding, adverse weather events, oil spills or any other such emergency event that may occur.
- To respond to reasonable requests for assistance by other bodies/members of the public.
- To read and understand the Ancillary Safety Statement for Roadworks, and to carry out all work in accordance with its requirements. To ensure that the specified controls to reduce risk are carried out, particularly in cases where the General Services Supervisor is the Action Person named on the Hazard Identification and Control Sheet.
- To ensure that personal protective equipment is issued when required and that records are kept of issue.
- To ensure that employees adhere to safe systems of work and ensure that operatives are not allowed take unnecessary risks.
- To record and report on all incidents/accidents involving employees and/or third parties in his/her area of charge. To co-operate with all investigations, and to give evidence in court when required.
- To assist in the serving of notices on landowners in connection with hedge-cutting, cleaning of drains and other relevant Statutory matters. To give evidence in Court in

connection with these matters, or with any other matters that may be the concern of Wexford County Council.

- To carry out under the direction of the Area Manager/Area Engineer such inspections as are required under the Planning Acts, Roads Acts, Litter and Water Pollution Acts and other relevant Acts.
- To act, if directed, as an Authorised Employee of the Council under the Litter Pollution, Water Pollution, Waste Management Acts and other relevant Acts.
- To keep the Area Engineer advised on all matters which may be of importance or in the interests of Wexford County Council
- To deal with members of the public in a courteous, prompt and efficient manner and to keep the Area Engineer informed of such dealings.
- To use as directed and upon receipt of appropriate training, information technology equipment, including digital cameras, personal computers and hand held technologies.
- The holder of the post will be required to use a mobile phone issued by Wexford County Council.
- To participate in training provided by Wexford County Council and to facilitate training of subordinates.
- To participate fully in any initiatives aimed at increasing customer satisfaction / quality of service to the community.
- To co-operate fully with any initiatives aimed at improving road safety.
- To supervise and/or liaise with Community Employment Schemes, or any equivalent scheme, operated by Wexford County Council.
- To carry out any other instructions which may be given by the Area Manager/Area Engineer, or his/her appointed representative, from time to time.
- Holders of the post may be assigned to work in all appropriate areas in the course of their employment.

SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Four completed application forms (Original form plus 3 copies) must be forwarded to The Human Resources Officer, Wexford County Council, Carricklawn, Wexford, no later than the closing date and time of: **5.00pm Thursday 21st November, 2024.**

Please do not include a CV, additional information may be submitted on a separate sheet if necessary. Do not forward any certificates or references with this form, unless requested to do so.

Application forms received after closing time and date will not be considered.

The selection process may include any or all of the following: -

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and/or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future temporary and permanent vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

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

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails 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 him/her.

You will receive an acknowledgement of your application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post, whether temporary or permanent, is whole-time and pensionable.

Persons who become pensionable employees 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 Local Authority at 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 social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their 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) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

3. Weekly Remuneration:

€877.12 – €894.24 – €911.33 - €928.94 - €946.44 - €963.92 - €981.61 - €999.19 - €1,017.23 - €1,035.43 (at 1st October, 2024)

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

A person who becomes a pensionable employee of a local authority will be required in respect of his/her Superannuation to contribute to the Local Authority at the rate of 6.5% of his/her weekly rate of wages.

- 4. Working hours will be based on an average 39 hour, 5 day week basis with overtime, as required by the workload, in accordance with the Organisation of Working Time Act, 1997.
- 5. The person appointed will be entitled to paid sick leave, in accordance with the Council's policy on sick leave for Employees.
- 6. Annual Leave will be 25 days per annum, which will be taken in accordance with the Council's Annual leave schedule for Employees.
- 7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Minister for Housing, Local Government and Heritage.

8. The person appointed shall work under the general direction of the relevant Engineer, or his/her appointed representative.
9. The person appointed will use new technology, as required.
10. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.

11. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

12. Retirement/Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

13. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

This competition is being run by Wexford County Council. For general queries, please contact the following:

Recruitment Desk

HR Section

Wexford County Council

053 919 6000

E: recruitment@wexfordcoco.ie

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in 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 1st November 2010 introduces 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 funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the

Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, 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 condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.