CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

RESIDENT ENGINEER (TEMPORARY), ROAD DESIGN AND CONSTRUCTION DIVISION, ENVIRONMENT AND TRANSPORTATION DEPARTMENT

CLOSING DATE: 5.00 P.M. ON THURSDAY 29TH SEPTEMBER 2016

Dublin City Council is committed to a policy of equal opportunity

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Human Resources Department, Dublin City Council,
Civic Offices, Wood Quay, Dublin 8.

Telephone Number: (+353) 1 222 3041
Email: human.resources@dublincity.ie
URL: www.dublincity.ie
JOB DESCRIPTION

Applications, on the official form, are invited from suitable employees of Dublin City Council who have one year's satisfactory service, who wish to be considered for inclusion on a panel from which a vacancy for Resident Engineer, Road Design and Construction Division, Environment and Transportation Department, (Temporary), may be filled.

The position is temporary and the successful candidate will be employed, subject to satisfactory service, for a period of three years.

Background:

The Environment and Transportation Department is responsible for the provision of a wide range of essential services in Dublin City. As part of these essential services, the Environment and Transportation Department develops, maintains and manages the City’s road network for the benefit of pedestrians, cyclists, motorists, public service and commercial vehicles.

The Department is currently pursuing the following strategies:

- integrated land use and transportation;
- promoting modal change;
- promoting walking and cycling
- road capacity improvements;
- traffic management;
- improving the city’s public realm.

The Environment and Transportation Department has an on-going programme of works including:

- road improvement schemes for roads that are deficient in areas such as width, geometry, construction, drainage and lighting;
- street environmental improvement schemes to facilitate modal shift and to improve streets through the use of high quality materials and street furniture;
- schemes to enhance and provide additional capacity to the city’s public transport, cycling and pedestrian networks;
- improvement and repair works for bridges and other road structures.

This work is co-ordinated and supervised by site based Resident Engineering staff.

The Job:

The Resident Engineer (Temporary) is responsible for the management, supervision and administration of construction contracts being implemented as part of the Environment and Transportation Department’s programme of work.

The ideal candidate shall:

- have a strong track record and relevant experience at a sufficiently high level in the supervision and administration of construction contracts;
- have a good working knowledge of the legal, regulatory and governance framework within which the City Council operates and adheres to corporate policies and collective agreements;

- have a good knowledge of traffic management in the City;

- have strong interpersonal and communication skills and the ability to liaise with businesses and the public;

- be able to work within and lead, multi-disciplined teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance;

On the date of appointment persons must possess a current unendorsed full driving licence (Category B) as successful candidates may be required to drive a motor car in the course of their duties.

**QUALIFICATIONS**

The declared qualifications for the position of **Resident Engineer, Road Construction and Design and Construction, (Temporary)**, are as set out hereunder: -

**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.:**

Each candidate must, on the latest date for receipt of completed application forms:

(a) hold an honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification in engineering;

(b) have at least five years satisfactory experience of engineering works, including for a period of not less than two years, satisfactory experience in civil engineering work;

(c) possess a high standard of technical training and experience;

(d) have satisfactory experience in the supervision of staff;

(e) have an excellent knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
have an excellent understanding of the role and duties of managers in safety management in the workplace.

PRINCIPAL CONDITIONS OF SERVICE

Duties:

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

(a) the local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate, Resident Engineer (Temporary), 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 post will, if required, act for an officer of a higher level.

The duties of the Resident Engineer (Temporary) shall include:

- working as part of a team to deliver projects on time and within budget;
- assessing tenders to ensure compliance and preparation of reports on most economically advantageous tenders;
- ensuring that all work is carried out in accordance with the specifications and requirements of Dublin City Council;
- administering contracts in accordance with relevant conditions of contract;
- supervising resident engineering staff;
- holding regular site meetings;
- interacting with other City Council departments, area offices, external utilities, members of the public and public representatives;
- recording and reporting on progress of works;
- carrying out such other duties that may be assigned from time to time.
Salary:

The salary for the position of Resident Engineer (Temporary) - Roads Construction, ranges from €59,680 and €65,000 per annum, plus an annual site allowance ranging between €3,900 and €7,800. The site allowance given will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community and Local Government.

The rate of remuneration and site allowance are designed as an overall package to cover the working, where necessary, of contractors hours, including night time and weekends. The successful candidate will also be expected to co-ordinate the main portion of their holidays with those of the contractors.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

Particulars of Position:

(a) The post is temporary, whole time and pensionable. The successful candidate will be assigned to the Road Design and Construction Division, Environment and Transportation Department, subject to satisfactory service, for a period of three years.

The nature of this employment is fixed term in line with sanction received from the Department of the Housing, Planning, Community and Local Government.

(b) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council now or in the future.

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

HOURS OF ATTENDANCE:

The holder of the post will be required to work such hours as may be assigned from time to time and will be required, where necessary, to work outside normal hours, at weekends, public holidays etc.

Probation:

Where a person is permanently appointed to Dublin City 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 City Manager may, at his discretion, extend such period;
such a person shall cease to hold the position at the end of the period of probation, unless during this period the Manager has certified that the service is satisfactory;

the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;

there will be assessments during the probationary period.

**Superannuation Contribution:**

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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 dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee 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 pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee 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 pensionable remuneration.

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the Single Public Service Pension Scheme effective from 01/01/2013 superannuation contributions are as follows:

3.5% of net pensionable remuneration and 3% of pensionable remuneration.

Pension and retirement lump sum based on career-average pay; pensions will be coordinated with the State Pension Contributory (SPC).

**Retirement:**

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age.
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.

Retirement age set, initially at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

**Selection Process**

**Application Form**

All applications must be made on the official application form. This form may be downloaded from DubNet, HR Info, Workforce Planning and Recruitment, Job Applications Forms. Alternatively, it may be obtained by emailing human.resources@dublincity.ie or by contacting the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, telephone number (+353) 1 222 3041

**Recruitment**

Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

Dublin City Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

A panel may be formed on the basis of interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of the Environment, Community and Local Government sanction, be appointed as appropriate vacancies arise. The life of the panel shall be for a period of one year from the date of its formation.

The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Dublin City Council shall require any 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 appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.
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 City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

**Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

**Canvassing**

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

**Closing date**

Completed application forms must be submitted in sufficient time to arrive in the Human Resources Department, Block 4, Floor 4, Civic Offices, Wood Quay, Dublin 8, not later than **5.00 p.m. on Thursday 29th September 2016**

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

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EXECUTIVE MANAGER
Dated this day of September 2016

This document is also available in Large Print, High Contrast Print and Braille on request

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