



## **NAME OF POSITION: EXECUTIVE INSTRUMENTATION TECHNICIAN, (TELEMETRY) – DUBLIN CITY COUNCIL**

**POSITION No: 64/2022**

**INFORMATION BOOKLET**

**CLOSING DATE: MIDNIGHT, ON  
FRIDAY 5<sup>TH</sup> AUGUST 2021**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR EXECUTIVE INSTRUMENTATION TECHNICIAN (TELEMETRY) MAY BE FILLED.

**Dublin** is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto [www.dublincity.ie](http://www.dublincity.ie)

### **BACKGROUND**

Dublin City Council Water Services Division provides water services as an agent of Irish Water under a Service Level Agreement. Dublin City Council Water Services Division produces 70 per cent of the drinking water required to meet the daily demand for the Dublin Region with its 1.8 million population spread over 6 local authorities. The Dublin Region spreads across the local authority areas of Dublin City Council, Dun Laoghaire/Rathdown County Council, Fingal County Council, Kildare County Council, South Dublin County Council and Wicklow County Council. Dublin City Council Water Services Division also operates the trunk main network for the Dublin Region and manages the distribution network in the Dublin City Council area.

The Telemetry Section in the Water Services Division of Dublin City Council manages a network of outstation sites on the Dublin Region Telemetry System which are used for the remote monitoring and the remote control of equipment on the water network.

### **THE JOB**

The **Executive Instrumentation Technician (Telemetry)** will report to the Senior Executive Instrumentation Technician in the Telemetry Section, Dublin City Council Water Services Division.

They will be responsible for the following on the Dublin Region Telemetry System;

- Maintenance and calibration of flowmeters/ qualitative instrumentation.
- Maintenance of outstation communications.
- Installation/ Testing/ Commissioning of new flowmeters/ instrumentation/ actuated valves/ pressure reducing valves/ outstations.
- Programming of Programmable Logic Controllers (PLCs).

There is a wide range of instrumentation installed on the telemetry system for monitoring flow, pressure, water quality, temperature, control outputs, valve positions, valve status, variable speed drives (VSD's) etc. attached to the outstations. Additionally, data at some sites is being collected via the outstations from Programmable Logic Controllers (PLC's) using either Modbus or DF1. Increasing use is being made of automated and remote control of plant on the telemetry system.

Dublin City Council installations extend outside the Dublin City Council administrative area and maintenance of instrumentation on these sites is part of the remit of the Support Systems & Telemetry Section of the Water Services Division. From time to time the Executive Instrumentation Technician, Support Systems and Telemetry Section, will be required to carry out work in other local authority areas using the telemetry system.

### **THE IDEAL CANDIDATE SHALL**

- have a general knowledge of Telemetry;
- have knowledge of Supervisory Control and Data Acquisition (SCADA) Systems, PLC's and Ladder Logic;
- be familiar with Microsoft Office and other software as required;
- possess good communication and interpersonal skills;
- be self-motivated and be capable of working on their own initiative.

### **QUALIFICATIONS**

#### **CHARACTER:**

Each candidate shall be of good character.

#### **HEALTH:**

Candidates shall 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)**     **(i)** have successfully completed a NFQ Level 6 Higher Certificate apprenticeship in Instrumentation or Electrical Instrumentation or Electrical from FAS/SOLAS or an equivalent qualification;
- or**
- (ii)** have successfully completed a minimum NFQ Level 6 Higher Certificate in Automation and Control Systems/ Automation and Instrumentation/ Electrical and Control Engineering/ Mechatronic Engineering from an Institute of Technology/ Technological University/ University or and equivalent qualification;
- or**
- (iii)** have successfully completed a minimum NFQ Level 6 Higher Certificate course in a related area which in the opinion of Dublin City Council are equivalent to or higher than the courses set out above;
- (b)**     have a minimum of 4 years practical relevant experience in the installation, maintenance and calibration of a wide range of industrial measurement and control instrumentation normally encountered in the Chemical, Process and Utility Industries;

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

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

## **DUTIES**

**The duties of the post include, but are not limited to, the following: -**

- i) planning and organising work under the direction of the appropriate officers;
- ii) supervising staff associated with the above operations;
- iii) supervising and liaising with contractors as required;
- iv) maintaining all required records and databases, preparing of costings, work returns and statistics etc.;
- v) installation and commissioning of new instruments used on the Water and Drainage networks;
- vi) the calibration of flow meters, pressure transducers, level transducers and other instruments used within the Environment & Transportation Department as well as fault finding in general;
- vii) providing control solutions for management of pressure or flow within the water distribution system;
- viii) writing clear and concise reports as required and completing forms including accident reports;
- ix) working in confined spaces from time to time;
- x) working unsupervised or as part of a team;
- xi) carrying out work in other local authority areas using the telemetry system;
- xii) such other duties as may be assigned from time to time.

**The holder of the post will be required to use a mobile phone, two-way mobile radio and/or other communications device in the course of duty.**

**The holder of the post will be required to use computer equipment, including laptop computers on and off site, and any new computer technology as may be introduced at a future date.**

**The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.**

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 computing, technical, 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.

## SELECTION PROCESS

- Posts of **Executive Instrumentation Technician (Telemetry)** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies 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 Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- 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 they fail 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 them.

## INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Delivering Results
- Performance through People
- Personal Effectiveness
- Technical Knowledge & Experience

## SALARY

The salary scale for the position of **Executive Instrumentation Technician (Telemetry)** is: -

€44,755; €45,863; €46,999; €48,129; €49,264; €50,391(Maximum); €52,033 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €53,675 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

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

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

**All applicants must refer to the *Additional Candidate Information Booklet*, which can be found on Dublin City Council's Digital Recruitment Platform, <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.**

## **PARTICULARS OF POSITION**

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves 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 employee 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.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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 their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

## **CLOSING DATE**

**All applications must be made through Dublin City Council's official Digital Recruitment Platform.**

**For any queries please contact [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)**

**Applications must be submitted before **Midnight on Friday, 5<sup>th</sup> August 2022.****

## INFORMATION SHEET – COMPETENCY FRAMEWORK

The following competency framework has been developed for the position of **Executive Technician**. The key competencies for the role are as follows;

Competency	Examples of Behaviours
<b>Delivering Results</b>	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and allocation of staff and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
<b>Performance through People</b>	<p>Demonstrates a good understanding of the components of the job.</p> <p>Leads and develops the team to achieve corporate objectives.</p> <p>Effectively manages performance.</p> <p>Ability to work in a team to deliver programmes and projects and to work to strict deadlines.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p>
<b>Personal Effectiveness</b>	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p> <p>Shows a high level of commitment to the wider organisation</p>
<b>Technical Knowledge &amp; Experience</b>	<p>Has knowledge and understanding of local authority structures.</p> <p>Understands to role of Executive Technician</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Possess a high standard of technical &amp; administrative experience.</p> <p>Knowledge and awareness of Health &amp; Safety Legislation and Regulations.</p>