**KILKENNY COUNTY COUNCIL**

# TEMPORARY DRIVER/PLANT OPERATOR B

**MACHINERY YARD**

**2021/T/O/O/07**

**CLOSING DATE FOR APPLICATIONS: 5.00pm, Wednesday 21st April 2021**

**QUALIFICATIONS**

The Council requires temporary staff for the duration of the 2021 Road Works Programme.

1. **GRADE**

Temporary Driver/Plant Operator

2. **BASE**

Temporary employment will be based at the Council’s Machinery Yard, Hebron Industrial Estate, Kilkenny.

**3. ELIGIBILITY REQUIREMENTS**

Applicants must have the following:

1. A current full driving licence in Categories C or EC which you will be required to produce at the interview.

(ii) A current Safe Pass Card.

(iii) CPC Courses

## 4. HEALTH

Applicants must be in good health and not suffering from any illness that would render him/her unsuitable or unable to hold the position.

For the purposes of satisfying the requirement as to health it will be necessary for each successful applicant, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. If after undergoing the medical you do not take up the post the cost of the medical must be refunded to the Council.

**5. DUTIES OF TEMPORARY DRIVER/PLANT OPERATIOR B**

1. To **Drive**/**Operate**, any item of plant machinery or vehicle owned or hired by Kilkenny County Council which he/she is qualified to drive, as directed by the Machinery Yard Management;
2. To accept the introduction of all new plant, equipment and machinery and to be flexible in the use of same;
3. Once trained, are expected to use the ancillary equipment which is a functioning item of a vehicle or plant machinery;
4. To power wash clean vehicles and plant machinery at the end of each shift;
5. Be available for overtime work (mornings/evenings/weekends) if and when required by Kilkenny County Council;
6. Carry out any other instructions which may be given from time to time by the Machinery Yard Management;
7. Ensure that the Machinery Yard plant, equipment and premises are always left in a safe, secure and orderly state;
8. Report to the Machinery Yard Technical Services Supervisor all accidents and incidents as soon as practicable;
9. Ensure that safe work practices are followed and that required Personal Protective Equipment is worn;
10. Maintain accurate and complete records of all tasks are carried out in hard copy and/or electronic format;
11. Attend and participate in training provided by Kilkenny County Council.

Successful applicants shall render to the Council such services as may be required from time to time by the Council during their period of temporary employment as Temporary Driver/Plant Operator and any other duties assigned to them.

6. **REMUNERATION**

Minimum of the appropriate scale of Driver/Plant Operator “B”, i.e. €646.62 per week. In accordance with EL02/2020 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply.

7. **PERIOD OF EMPLOYMENT**

Duration of this temporary employment will be determined by the roads works programme and funding. Actual date of commencement will be notified to successful applicants. Appropriate notice of termination of the temporary employment will be given by the Council.

8. **WORKING HOURS**

Normal working week will be five days – Monday to Friday, excluding Bank Holidays, with the following normal hours:

* *Monday to Thursday 8.00 a.m. to 4.30 p.m.*
* *Friday 8.00 a.m. to 3.30 p.m.*
* *Lunch Break: Half-hour daily (1.00 p.m. – 1.30 p.m.)*

Applicants will be expected to be available for overtime work [evenings/weekends] if and when required by the Council. Overtime at the appropriate rates may be paid for any periods worked in excess of the normal working week

## 9. SELECTION

Applicants may be short-listed on the basis of relevant experience and all other information as set out in their Application Form. The applicants short-listed will be invited to attend for interview and will be assessed during interview under the following competencies:

* 1. Range of vehicles & plant machinery operated and depth of experience on same
	2. Technical competence operating plant machinery
	3. Teamwork & Communication

On their Application Form applicants are required to provide details of the range of vehicles & plant machinery operated and their experience of using same.

Kilkenny County Council will not be responsible for the payment of any expenses incurred by the applicants in presenting themselves for interview. Appointments to a panel will be made in order of merit from the results of the interviews.

10. **MISCELLANEOUS**

Where appropriate, the provision of the Minimum Notice and Terms of Employment Act, 1973, the Holidays (Employees) Act, 1973, the Redundancy Acts, the Protection of Employment Act, 1977, and the Unfair Dismissals Act, 1977 will be observed.

11. **REFERENCES**

Applicant will be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

## 12. POLICIES & PROCEDURES

The post-holder will be expected to abide & adhere to the policies and procedures applicable to Kilkenny County Council. These policies include but are not limited to:

* Grievance Policy and Procedure
* Disciplinary Procedure
* Dignity at Work
* Equality & Diversity Management

**APPLICATIONS SUBMITTED WITHOUT COPIES OF REQUESTED DOCUMENTS e.g. COPIES OF LICENCE, CPC TRAINING CERTIFICATES AND SAFE PASS CARD WILL NOT BE CONSIDERED.**