**KILKENNY COUNTY COUNCIL**

**CONSTRUCTION PLANT FITTER**

**Competition Reference: 2020/PT/O/O/13**

# QUALIFICATIONS

1. **CHARACTER**

Each candidate must be of good character.

1. **HEALTH**

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

1. **EDUCATION, TRAINING, EXPERIENCE, ETC:**

Candidates shall on the latest date for receipt of completed Application Forms for the post:

1. Have completed and passed all phases of a recognised apprenticeship in HGV Mechanics or Construction Plant Fitter and possess documentary evidence in support of this such as a National Craft Certificate, QQI Certificate or equivalent. The successful candidate also will be required to undergo a Practical Test.
2. Possess a standard of education sufficient to enable him/her to keep with efficiency the books and records necessary for maintenance record keeping.
3. Ability to work independently, accurately and efficiently under challenging time constraints.
4. Possess adequate training and at least 3 years’ experience as a Fitter /Mechanic to enable the appointee to discharge efficiently the duties of employment.
5. Have good knowledge and experience in RSA requirements for maintaining, diagnosing and repairing of HCV and LCV’s for CVRT and vehicle maintenance and repair.
6. Have experience in the repair and maintenance of a wide range of vehicles including but not limited to
* Heavy and light plant.
* HCV and LCV vehicles.
* Diesel and petrol engines.
1. Have experience and a good working knowledge of modern vehicle systems including but not limited to
* Auto electrics, electronics and CAN bus systems.
* Adblue, EGR and other emissions systems.
* On board and third-party diagnostics.
* Hydraulics and pneumatics.
1. Be conversant with and have some experience in welding techniques such as MIG, ARC, brazing and soldering.
2. Be a competent driver and hold a current full Driving Licence in Category B without endorsement
3. Have manual handling training
4. Hold a current Safe Pass Card
5. Have a satisfactory knowledge of Health & Safety responsibilities.

 Note : Please submit documentation of any relevant training or experience.

Each Candidate must furnish any relevant Certificates as to his/her training or qualifications,

together with copies of Safe Pass Card and Driving Licence.

Applicants may be shortlisted using the information provided on their Application Form

# PARTICULARS OF OFFICE

**1.** **TYPE OF POST**

 To form a panel from which Permanent, Temporary and Fixed-Term contract posts may be filled.

**2. SALARY:**

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

In accordance with EL02/2011 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. The rate of remuneration may be adjusted from time to time in line with government policy.

The current salary scale for the position is €643.52 minimum to €752.99 Gross weekly.

**3.** **SUPERANNUATION**

The superannuation contributions of relevant scheme will apply.

**4. RETIREMENT AGE**

The Single Public Service Pension Scheme (“Single Scheme”) as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduces new pension and retirement provisions for new entrants to the public service appointed on or after 1st January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age of 70 applies.

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 70 years.

The full text of the Act is available on the Department of Finance website, [www.finance.gov.ie](http://www.finance.gov.ie) .

**5. PENSION ABATEMENT**

 If the appointee was previously employed in the Civil Service or in the Public

 Service please note that the Public Service Pensions (Single Scheme and Other

 Provisions) Act 2012 (Section 52) includes a provision which extends abatement of pension

 For all Civil and Public Servants who are re-employed where a Public Service Pension is

 in payment. This provision to apply abatement across the wider public service came

 into effect on 1 November 2012. This may have pension implications for any person

 appointed to this position that is currently in receipt of a Civil or Public Service

 pension or has a preserved Civil or Public Service pension which will come into

 payment during his/her employment in this position.

 Prior to appointment, successful candidates will be obliged to complete a declaration

 in relation to previous Public Service pensionable employment.Please note: In applying

 for this position you are acknowledging that you understand that the abatement

 provisions, where relevant, will apply. It is not envisaged that the employing

 Department/Office will support an application for an abatement waiver in respect of

 appointments to this position.

**6. PENSION ACCRUAL**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**7.** **DUTIES**

* The person employed will be required to carry out all the duties allotted to him/her by the Machinery Yard Engineer, Technical Services Supervisor, Machinery Foreman and other supervisory staff, relative to the repair and maintenance of the equipment and premises and any other such duties.
* He/she will be required to work in any of the premises used by Kilkenny County Council, including any other premises that may be acquired in the future.
* Initial deployment shall be to the Machinery Yard, Hebron Industrial Estate, Kilkenny but the Council may, at its absolute discretion, assign the successful applicant to such work base as may be required from time to time.
* He/she will keep and furnish such records and reports relating to his/her duties as directed by staff. He/she will operate such systems (including information technology) as are necessary to achieve maximum efficiency in the position.
* He/she may be required to drive a van in the course of his/her duties
* The post-holder will comply with requirements of Kilkenny County Council’s Corporate Safety Statement and the Machinery Yard Safety Statement, legislation/regulations as may be in force from time to time, including any such policies introduced by Kilkenny County Council
* New employees will be expected to perform duties in accordance with established work practices of the County Council including those incorporated in agreement with the County Council and staff unions.
* The post-holder will operate any machinery, appliances, equipment and associated items as required including operating existing technology and any new technology that may be introduced in the future and be responsible for such items under his/her control.
* Other duties as may be assigned from time to time.
* The person employed will be required to supply his/her own set of maintenance tools.

**8. PROBATION**

The following provisions shall apply:

(a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;

(b) such period shall be one year but the Chief Executive may at his/her discretion extend such period;

1. such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**9. SHORTLISTING**:

The local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled. Shortlisting will be based on qualifications, relevant experience and information submitted on the Application Form.

**10. HEALTH:**

For the purposes of satisfying the requirement as to health it will be necessary for each

successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

 **11. HOURS OF WORK**

There shall be a 39-hour working week and the working week will be from Monday to Friday both days inclusive and in addition the Construction Plant Fitter shall be available for overtime duties outside these hours as and when required. Overtime payment at the normal rate shall be made in such cases. The Council reserves the right to alter the working week as and when required.

**12.** **ANNUAL LEAVE**

Annual leave entitlement for the position of Construction Plant Fitter is 25 days per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

**13.** **GARDA VETTING**

Candidates will be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**14. TRAVEL**

Holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification and, shall drive a LCV in the course of their duties and maintain this vehicle to the satisfaction of the Local Authority.

The successful candidate shall be expected to hold a full category C drivers’ licence following his/her probation period and within a timescale agreed with the Technical Services Supervisor.

**15. LOCATION**

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

**16.** Candidates must hold a current Safe Pass Card.

**17. SELECTION PROCESS**

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Kilkenny County Council reserves its right to shortlist candidates in the manner it deems most appropriate. Shortlisting will be on the basis of information supplied on the

Application Form. The number of persons to be invited, in these circumstances shall be

determined by the local authority from time to time having regard to the likely number of vacancies to be filled.

Candidates called for interview will be required to demonstrate the following competencies:

1. **Personal Effectiveness:**
* Take initiative and be open to taking on new challenges or responsibilities.
* Manage time and workload effectively.
* Maintain a positive, constructive and enthusiastic attitude to their role.
1. **Communications:**
* Have effective verbal and written Communication Skills
1. **Delivering Results:**
* Plan and prioritise work and resources effectively.
* Establish high quality service and customer care standards.
* Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.
1. **Knowledge & Experience of Construction Plant and Machinery:**

**18. APPEALS**

Candidates whom are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to Senior Executive Officer, Human Resources Department. In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process of the recruitment applied. Appeals will not be considered in respect to the decision of the interview board/shortlisting panel.

**19. PANELS**

Panels may be formed on the basis of the interviews. 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 panels concerned be appointed as appropriate vacancies arise. This may include permanent, temporary and acting vacancies.

**20. REFERENCES/DOCUMENTARY EVIDENCE**:

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

Candidates may be required to submit documentary evidence to the local authority in support of their application.

**21.** 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.

**22.** Kilkenny County Council will not be responsible for any expenses a candidate may incur in attending for interview.

**23.** Applications received after the closing date cannot be considered.