KILKENNY COUNTY COUNCIL

TECHNICAL SERVICES SUPERVISOR

QUALIFICATIONS & PARTICULARS OF EMPLOYMENT

# **Qualifications**

# Each Candidate must be of good character.

1. Each candidate shall on the latest date for receipt of completed application forms:

Hold a QQI Level 6 Advanced Certificate Craft – Heavy Vehicle/Construction Plant Mechanic or equivalent qualification

**Or**

Have served a recognised apprenticeship as Heavy Vehicle/Construction Plant Mechanic and furnish relevant certificates as to his/her training or qualifications

**Or**

Have a Transport Manager’s CPC Qualifications

3. Candidates shall possess a full current European Communities Model Category B Driving Licence without any endorsements. It is highly desirable to hold a current full Licence Category "C", free from endorsement. The successful candidate, if not a current C licence holder must obtain the C licence within 12 months of commencement.

4. Candidates must hold a current Safe Pass registration card.

***\*Please submit copies of relevant qualifications, Driving Licence and Safe Pass card with application form***

## 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.

Education and Experience

Candidates may be short-listed on the basis of the information provided in their application form, so careful attention should be given when completing the application to ensure that relevant experience and competencies are highlighted.

Each candidate must, on the latest date for receipt of completed application form –

Possess a standard of education sufficient to enable him/her to perform satisfactorily the duties of the employment and in particular to keep with efficiency the books and records pertaining thereto.

Have a minimum of 5 years practical experience in the following:

* Fleet management
* Management and supervision of teams and individual performances
* Dealing effectively with conflicting demands and tight deadlines
* Maintenance of a broad range of engineering plant and equipment including

HGV/LCV diesel engine vehicles, road construction/maintenance equipment & loaders.

* Vehicle electrics/electronics/diagnostics, instrumentation, pneumatics and hydraulics systems
* Repairing, maintaining and roadworthiness test preparation of Heavy Goods Vehicles and Light Commercial Vehicles
* Pumps, petrol and diesel engines including light duty petrol engines
* Managing Health, Safety and Welfare in the workplace
* Report writing and office administration
* Management/control/monitoring of income/expenditure
* Use of computerised systems within the workplace

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of the following specific areas:-

* Supervision of staff and managing performance
* Organising, planning, co-ordinating and prioritising work programmes
* Problem solving and decision making. Acting on own initiative.
* Establishing and maintaining good/effective working relationships & team working
* Negotiating, influencing and liaising with others
* Communicating effectively
* Proven ability to work independently, accurately and efficiently under challenging time constraints.
* Managing resources including budgets and identifying efficiencies and cost savings
* Record keeping

Technical Services Supervisor Duties

The duties to be assigned include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

* Management, supervision and co-ordination of the Council's LCV and HGV vehicles, plant and equipment fleet:- road restoration, surface dressing, road sweeping, winter maintenance vehicles and all other plant and equipment.
* Supervise and monitor the Machinery Yard Workshop.
* Management and maintenance of the Machinery Yard. Responsible for upkeep and repairs to Machinery Yard buildings and equipment.
* Ensuring the overall security of the machinery yard and locking up the yard & premises nightly.
* Compliance with Kilkenny County Council health and safety requirements and   
  procedures. Responsible for the provision of a safe working environment for all employees and the general public, on all work assigned to him/her.
* Ensuring that all legal requirements regarding standards of safety are complied with including but not limited to:   
  (a) Safety, Health and Welfare at Work Act 2005 (b) European Machinery Directive 2006/42/EC (c) Safety, Health and Welfare at Work (General Application) Regulations 2007 (d) European Communities (Machinery) Regulations 2008 (Sl No. 407) (e) Organisation of Working Time Act 1997 and (f) European Driver’s Hours Regulation
* To supply and monitor vehicles, plant and competent drivers for all Kilkenny County Council Departments, when required.
* Overall responsibility for fleet management, maintenance, servicing, repairs co-ordination and utilisation. This includes specialist advice on vehicles, plant and machinery and researching spare parts purchase.
* Monitor vehicle and plant performance.
* Responsibility for the management of the Machinery Yard personnel, which will include Machinery Yard foreman, craftsmen and drivers, stores/tarplant staff.
* Check and certify time sheets for all operatives assigned.
* Responsible for meeting with Union and Machinery Yard operatives representatives.
* Participating in interviews and the testing of drivers and their driving capabilities.
* Compliance with Kilkenny County Council Procurement policies and procedures.
* Budgetary control including budget preparation and management of income streams.
* Determination and management of the fleet maintenance programme in compliance with SI 348 of 2013 the Road Safety Authority, Commercial Vehicle Roadworthiness, Vehicle Maintenance and Repair Regulations.
* Management and maintenance of a machine register for all designated plant and equipment.
* Management and reconciliation of fleet database system with Motor Tax, insurance, Fixed Assets Register, on a continuous basis and annual basis.
* Partake in fleet replacement programmes, including the purchase, replacement and renewal of vehicles, plant and equipment. This will include preparation of specifications, examination of tenders and making recommendations for replacement of vehicles, plant, equipment and materials.
* Management of acquisitions and disposals of the existing vehicles, plant and equipment.
* Preparation of fleet charge out rates for all items of fleet and plant.
* Arranging vehicle maintenance, taxing, insuring and testing.
* Registration of all fleet vehicles under the ownership of the Council.
* Liaising with Municipal District Engineers and General Services Supervisors in relation to Municipal Districts work programmes, such as surface dressing, road restoration, road sweeping & winter maintenance.
* Inspecting vehicle conversions for Motor Tax classification.
* Inspecting Authorised Weighbridges calibration certificates.
* Monitor winter maintenance callouts and ensure all plant deployed as required.
* Liase with Stores/Tarplant staff and direct and approve purchases.
* Monitor bitumen stock and direct bitumen purchases as per yearly tender and keep records.
* Monitor salt stock and record salt hauled.
* Raise purchase orders for payment as necessary.
* Monitor and certify all Stores issues to the Machinery Yard.
* Review Low Value Purchase Card (LVPC) purchases and assign the expenses appropriately.
* Investigate and report on all road traffic accidents involving Kilkenny County Council vehicles and plant whether owned or hired and make reports for insurance claims.
* Shall be available to accept emergency calls outside normal working hours and to take appropriate action in relation to the breakdown of the service.
* Assist with the identification and implementation of new business opportunities to further complement the Machinery Yard activities.
* Assist with the implementation of new national and/or local policies, stategies and initiatives that would further complement the Machinery Yard activities, e.g. climate change.
* Manage GPS fleet management system.
* Carrying out such other duties of a similar level and responsibility as may be required, or assigned from time to time.

Particulars of Employment

* The successful candidate will be based initially in the Machinery Yard, Hebron Industrial Estate, Kilkenny, however it is a condition of employment that the council reserves the right to alter this location at its absolute discretion.
* The employment is full-time and pensionable.
* For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their 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 candidates.
* The employment is subject to a probationary period of one year and will be terminable by the giving of one week’s notice by either side during that period. After employment has been confirmed, it will be terminable at any stage on the giving of the required notice by either side during that period under the Minimum Notice and Terms of Employment Act, 1973.
* The initial wage is €896.35 gross per week (point 1) rising by annual increments to €1,095.41 gross per week (point 7).
* **Health and Safety**: The successful candidate must comply fully with any safety statements, policy and directives in force from time to time and wear protective clothing, footwear and other equipment issued. The successful candidate shall comply with Kilkenny County Council’s requirements under the Health & Safety Acts.
* Working week will be 39 hours per week. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. The successful candidate may be required to work overtime. Overtime payment at the appropriate rate shall be made in such cases. The Council reserves the right to alter the working week as and when required.

**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.)*
* The holder of the post must reside in the district in which he/she is based or within a reasonable distance thereof, at a location acceptable to the local authority.
* Notice of intention to take leave shall be given to the immediate supervisor at least two weeks before proposed leave commences.
* 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 65 years. The full text of the Act is available on the Department of Finance website, [www.finance.gov.ie](http://www.finance.gov.ie)

* Candidates may be shortlisted on the basis of relevant qualifications and experience as set out in their Application Form. The candidates short-listed will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview.
* The qualifications and experience of the candidate recommended by the Interview Board for appointment will be verified in due course

***Kilkenny County Council is an Equal Opportunities Employer***