

Comhairle Chontae Chill Mhantáin

## Wicklow County Council



# CANDIDATE INFORMATION BOOKLET

## Driver / Plant Operator B

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**– Ref: 21/2024**

Closing Date for receipt of applications:

**Thursday 18<sup>th</sup> July 2024, at 12 noon sharp**



Human Resources Department, Wicklow County Council  
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# Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website <https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €160 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management

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## WICKLOW COUNTY COUNCIL

### THE COMPETITION

#### POST OF PERMANENT DRIVER PLANT OPERATOR B – Ref: 21/2024

#### The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Driver / Plant Operator B.

It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

#### Qualifications

##### 1. CHARACTER

Each candidates must be of good character.

##### 2. 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.

##### 3. EDUCATION, EXPERIENCE, REQUIREMENTS ETC:

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

- **Hold a current valid Irish/EU full driving licence in Categories B, C and/or CE free from endorsement and disqualification, which you will be required to produce at the interview.**
- Hold a current CPC qualification card.
- Hold a current Safe Pass Card.
- A good standard of general education to enable the duties of the post to be performed to the satisfaction of the local authority.
- Have previous experience in the area of driver/plant operator.

#### Desirable Skills & Experience

- Good communication and interpersonal skills.
- Self-motivated with a record of demonstrating initiative and ability to use judgement in a work place environment.
- Capacity to contribute to and work well in a team.
- Sufficient knowledge and understanding of Health & Safety requirements.
- Flexibility in terms of working hours as the duties can involve working outside of normal hours as required.

## Duties

The successful candidate will be required to carry out duties assigned to him/her by the Supervisor, Foreman, Clerk of Works, Engineer or any other person selected by the Supervising Engineer. Duties shall include:

- To Drive/Operate, any item of plant machinery or vehicle owned or hired by the Council which he/she is qualified to drive, as directed by supervisor.
- To accept the introduction of all new plant, equipment and machinery and to be flexible in the use of same.
- Once trained, are expected to use the ancillary equipment which is a functioning item of a vehicle or plant machinery.
- To power wash clean vehicles and plant machinery at the end of each shift.
- To perform a walk around of vehicle at the beginning and end of each day.
- Duties include the construction and maintenance of pavements, roads, buildings, working in the water services area, recycling centres, parks etc.
- To work either alone or as part of a crew as required. To cooperate with other colleagues and other Sections of the Council.
- Drivers will be required to carry out duties on the winter maintenance plan.
- Drivers will be required to undertake general duties (i.e. work on the ground) assigned by their supervisor when driving duties are not required.
- Compliance with responsibilities set out in Fleet Management Plan.
- To be polite and courteous when dealing with members of the public in the course of your work.
- To assist other Council trade, technical and engineering staff in the course of their work as necessary.
- Be available for overtime work (mornings/evenings/weekends) if and when required by the Council.
- Ensure that the plant, equipment and premises are always left in a safe, secure and orderly state.
- Report to Supervisor all accidents and incidents as soon as practicable.
- Ensure that safe work practices are followed and to use such personal protective safety clothing or equipment as may be issued to you from time to time and to observe the conditions of its proper use.
- Drivers must engage with Pro-work or other technology provided.
- Drivers should co-operate with the fuel management system including record keeping as required
- Maintain accurate and complete records of all tasks are carried out in hard copy and/or electronic format.
- To undergo such training, as may be deemed necessary from time to time by the Council (either on the job or at any training or educational institution).
- To carry out any other duties that may be assigned from time to time

## Principal Conditions of Employment

While initial assignment may be at the preferred Municipal District or to a particular Directorate, the successful candidate may be assigned to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/depot in use by the Council, now or in the future. Any panel formed will be used to fill permanent or temporary Driver/Plant Operator B that may arise during the lifetime of the panel.

Locations of employment include, but not limited to:

- Arklow Municipal District
- Bray Municipal District
- Greystones Municipal District
- Wicklow Municipal District
- Baltinglass Municipal District – includes Blessington area; Baltinglass area & Tinahely area
- Countywide

The positions are full-time, pensionable and permanent/temporary as appropriate.

## Probation

Where persons who are not already permanent employees of a local authority are appointed, 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 six months but the Chief Executive may at his discretion extend such period;
- (c) 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.

**Salary: €749.41 - €770.75 gross per week**

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her 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.

## Hours of Work

The person appointed will be required to work a 39 hour week, standard weekly work pattern is set out below, however this may **vary depending on area or district:**

Monday to Thursday – 8.00 a.m. to 16.30 p.m.

Friday – 8.00 a.m. to 15.30 p.m.

Overtime to be paid at agreed rates.

## **Travel**

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

## **Garda Vetting**

Candidates may 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.

## **Health**

For the purposes 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.

## **Residence**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **Annual Leave**

Annual leave entitlement will be 25 days per annum exclusive of public holidays and Good Friday.

## **Retirement Age**

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

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

## **Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay

contributions of 3% of pensionable remuneration and 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of the 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers 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 their pensionable remuneration in accordance with the terms of the scheme.

## Application Process

### Application Form

Application forms are available on our website.

Completed applications forms must be submitted to [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie) or by post to Recruitment, Wicklow County Council, Station Road, Wicklow town, on or before the closing date of **18<sup>th</sup> July 2024 at 12 noon sharp**. Late applications or any amendments to applications will not be accepted.

### Candidates at interview will be marked under the following criteria:

- Relevant Skills & Experience
- Knowledge/Understanding of Role
- Teamwork, Communications & Interpersonal Skills

### Selection Process

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

The Selection Process may include the following:



- Short-listing of candidates on the basis of the information contained in their application
- Preliminary interview

*\* Please note that Wicklow County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.*

Before proceeding with this phase of the selection process you should satisfy yourself that you meet the minimum qualification criteria for the post as set out above. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Short-Listing

Wicklow County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Wicklow County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Wicklow County Council considers that it would be reasonable not to admit all the persons to the competition, Wicklow County Council may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

You will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an online questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

Wicklow County Council reserves the 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.** The candidates shortlisted will be invited to attend for interview.

The Council will not be responsible for any expenses incurred by candidates in attending for interview.

## **Interview Stage**

The interview is your opportunity to give evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Wicklow County Council is satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Wicklow County Council will not be responsible for refunding any expenses incurred.

Wicklow County Council may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Wicklow County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Wicklow County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Wicklow County Council considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

## **Pre-Employment Checks**

Before contracts of employment are entered into, various checks are undertaken. These include medicals, references and may include Garda Vetting. The Council will invite those successful candidates who accept an offer to fill a vacancy to attend a medical assessment. References for successful candidates will also be checked and Garda Vetting, if necessary, will be completed at this point.

## **Panel**

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 Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, it may be extended at the discretion of the Chief Executive.

## **Terms and Conditions**

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than **one month** and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

**WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT DEEMS MOST APPROPRIATE.**

**WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Frequently Asked Questions

## *1. Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie).

## *2. What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

## *3. I have submitted my CV. What happens next?*

Wicklow County Council will carry out an eligibility check on all CV's to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post based on the information submitted on your application form, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. You will be contacted by email in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

## *4. What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

*5. What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.

*6. How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing [recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie)

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



[www.wicklow.ie](http://www.wicklow.ie)



[recruitment@wicklowcoco.ie](mailto:recruitment@wicklowcoco.ie)



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<https://www.facebook.com/WicklowCountyCouncil/>