

Candidates Information Booklet

Temporary Facility Caretaker (Minimum 2 Year Contract)

**Closing Date:
5.00 pm on Thursday 09th October 2025**

Wexford County Council is committed to a policy of equal opportunity

This competition is being managed by:

*Róisín Assinder
Recruitment Desk
HR Section
Wexford County Council
053 919 6400
E: recruitment@wexfordcoco.ie*

QUALIFICATIONS

1. CHARACTER

Candidates shall be of good character.

2. HEALTH

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE, ETC.

Candidates must, on the closing date for receipt of application forms for the post: -

- a) Have a good standard of general education to enable the duties of the post to be performed to the satisfaction of the Local Authority.
- b) Be computer literate with a working knowledge of e-mail, word, excel, financial systems etc.
- c) Have experience in dealing with the public.
- d) Hold a **current** clean full driving licence (minimum Class B), details of which must be entered on the application form and have satisfactory experience of driving
- e) Have basic understanding of the operation of: -
 - Biomass and Oil Fired Boilers
 - Hot and cold water circulation systems
 - PV Solar Panels
 - Air Handling Units
 - Generators and UPS Systems

It is also desirable but not essential that candidates hold a current Safe Pass Card. Successful candidates will be required to have a valid Safe Pass Card prior to taking up duty.

4. CITIZENSHIP:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

PERSON PROFILE

DUTIES:

The duties of the post are to give to the local authority.

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, 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 mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate Director of Services or any other officer designated by him/her, such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties.

The duties of the Facility Caretaker will include, but are not limited to, the following: -

- (a) Opening, closing and securing of the building and associated monitoring of premises.
- (b) Daily checking and monitoring of electronic systems including Building Management System, Window Masters System, Access Control System, Philips Lighting System, CCTV, Fire Alarm Panels, Intruder Alarm Indicator and such additional systems that may be designated, including the taking of any appropriate remedial action that may be required.
- (c) Physical check (walk-through) of the building including the basement area.
- (d) Periodic monitoring and/or testing of alarms, health and safety equipment, generators, machinery etc. together with the maintenance of associated records as may be required.
- (e) Responding to alarm calls (fire alarms, disabled toilets, equipment alarms etc.) both during and outside normal working hours, including a specific designated role in relation to evacuation procedures.
- (f) Daily collection and delivery of external post from/to An Post, Whitemills, Wexford.

- (g) Sorting and delivery of post (both internal and external) to the Customer Service Desk each morning and evening. Unidentifiable post to be delivered to the Customer Service Unit.
- (h) Collecting the post from Reception desks each evening and franking of same.
- (i) Three times per week, delivery/collection of post to/from Fire Station, Archivist and Wexford Depot together with such other premises as may be designated.
- (j) Provide assistance as required in the street area e.g. direct and assist customers and visitors to the premises.
- (k) Meet and brief official visitors (e.g. Trainers, Contractors) including issuing and return of appropriate access cards, provision of basic safety information regarding Emergency Exits, fire drills, evacuation and any other relevant information.
- (l) A supervisory role, under the direction of the Facilities Manager in relation to overseeing of cleaning staff, including arrangement of adequate cleaning supplies, drawing the cleaner's attention to, and checking of, areas which may require particular attention outside of the routine cleaning schedule.
- (m) Ensuring that the Street is litter free.
- (n) Emergency cleaning e.g. spills, blockages etc. as required.
- (o) Waste collection and disposal (including confidential waste) within the premises.
- (p) Collection and delivery of stationary and utilities to the printers and/or individual pods.
- (q) Assisting with incoming deliveries as may be required.
- (r) Daily collection of confidential shredding from each Block/Section and removal to secure storage area in the basement. Facilitate secure removal of same to Mobile Shredding Truck during its monthly visits.
- (s) Servicing of Meeting Rooms.
- (t) Flags and Ceremonial Events and other in-house events as may be required, including those occurring outside of normal working hours. Such events may include exhibitions, civic receptions etc.
- (u) General maintenance duties e.g. minor repairs, replacing light bulbs, moving furniture, maintaining enclosed courtyards and roof areas adjacent to canteen etc.
- (v) Management of car park and parking therein as may be required.
- (w) Cleaning of litter from the external areas including the car parks e.g. litter picking, emptying of waste bins, ash trays etc.

- (x) Ground maintenance including grass cutting, salting gritting, maintaining of pedestrian access. It is envisaged that these duties will be, where possible, scheduled in advance to ensure wearing of appropriate clothing etc.
- (y) Such other duties as may be assigned from time to time.

Holders of the post may be assigned to work in all appropriate areas in the course of their employment.

SELECTION PROCESS

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Four completed application forms (Original form plus 3 copies) must be forwarded to The Human Resources Officer, Wexford County Council, Carricklawn, Wexford, no later than the closing date and time of: **5.00 pm on Thursday 09th October 2025.**

Please do not include a CV, additional information may be submitted on a separate sheet if necessary. Do not forward any certificates or references with this form, unless requested to do so.

Application forms received after closing time and date will not be considered.

The selection process may include any or all of the following: -

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and/or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future temporary and permanent vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

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.

You will receive an acknowledgement of your application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie.

CONDITIONS OF SERVICE

1. Tenure:

The post is whole-time, temporary and pensionable.

Persons who become pensionable employees 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 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 dependent or qualified children).

All persons who become pensionable employees 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 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 dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the Single Public Service Pension Scheme effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Probation:

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply: -

- (a)** there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b)** such period shall be 6 months, but the Chief Executive may, at his discretion, extend such period;
- (c)** such person shall cease to hold such employment at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such person is satisfactory.

3. Weekly Remuneration (at 1st August, 2025):

€834.90 - €842.42 - €849.80 - €857.80 - €865.80 - €873.93 - €881.89 - €889.37 - €896.84 - €901.81.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

A person who becomes a pensionable employee of a local authority will be required in respect of his/her Superannuation to contribute to the Local Authority at the rate of 6.5% of his/her weekly rate of wages.

4. Working hours will be based on a 39 hour, 5 day week basis with overtime, as required by the workload and will be subject to the provisions of the Organisation of Working Time Act, 1997.

The core working hours shall be within the times of 8.00 a.m. to 6.30 p.m., Monday to Friday, subject to review from time to time. Lunch break is 30 minutes duration and must be taken on a staggered basis so as to ensure that cover is always available. The Council reserves the right amend the days/hours of work having due regard to the provisions of the Organisation of Working Time Act, 1997.

Work Base

The Facility Caretaker/Porter will be based initially in Wexford County Council, Carricklawn, Wexford. The Council reserves the right to assign the successful candidate to any premises in use by the Council now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation.

5. The person appointed will be entitled to paid sick leave, in accordance with the Council's policy on sick leave for Employees.
6. Annual Leave will be 25 days per annum, or pro rata for shorter periods of employment, and will be taken following consultation and agreement with the appropriate supervisor.
7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Minister for Housing, Local Government and Heritage.
8. The person appointed must hold a current full driving licence (minimum Class B). In the case where transport is provided by the Council a diary shall be submitted as required, showing all traveling done.
9. The person appointed shall work under the general direction of the appropriate Director of Services, or his/her appointed representative.
10. The person appointed will use new technology, as required.
11. The person appointed shall undergo such training as may be decided by the Local Authority from time to time and will include the following:

Manual Handling

Safety Harness and Working at Heights

Fire Register Training

MEWP Training

Confined Space Entering Training

Knapsack Spraying

Any other training which may be necessary in the course of your duties.

12. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before being appointed, to undergo at their expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. Defects reported as a result of this examination must be remedied before appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

13. Retirement/Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

14. Residence:

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

This competition is being run by Wexford County Council. For general queries, please contact the following:

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Additional Relevant Information

- 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 council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 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. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.