



WEXFORD COUNTY COUNCIL

POST OF DRIVER/PLANT OPERATOR GRADE B

QUALIFICATIONS

1. **CHARACTER:**

Each applicant must be of good character.

2. **HEALTH:**

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

For the purpose of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the County Council. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the Chief Executive with regard to character, age and health.

3. **EDUCATION, 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) Hold a **current clean full Class CE** driving licence and have satisfactory experience of driving. Details of Driving Licence must be entered on the application form.
- c) Hold a **current valid Drivers CPC Qualification Card**, details of which must be entered on the application form.

On Appointment to the post the successful applicant must hold a current Safe Pass registration Card

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PARTICULARS OF EMPLOYMENT

1. The post is whole-time 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:**

The following provisions shall apply to this employment:

- (a) there shall be a period after such employment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be one year 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 (As at 1st October 2020) :

€646.63 - €650.02 - €653.44 - €655.31 - €655.31 - €655.31 - €655.31 - €656.43 - €658.39 - €660.42 - €662.45 - €664.47 - €666.52

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

4. Working hours will be based on a 39 hour, 5 day week basis with overtime, as required by the workload, in accordance with the Organisation of Working Time Act, 1997.
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, which will be taken in accordance with the Council's Annual leave schedule for Employees.
7. The employment will be subject to the provisions of such regulations as may be made from time to time by the Department for Housing, Planning and Local Government.
8. The person appointed shall work under the general direction of the Director of Services, or any employee designated by the Director of Services.
9. The person appointed will use new technology, as required.
10. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.

11. RECRUITMENT:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority, this may include interviews being held remotely
- (ii) A 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 to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.
- (iii) A Panel may be formed on the basis of the interviews from which future Temporary & Permanent vacancies may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post 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 not be more than one year reckoned from the date of the formation of the panel unless extended.

- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

12. **DUTIES:**

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

- (a) and such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive.
- (b) and 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, 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, including the duties of:-

- to drive or operate, in any part of the county of Wexford and as directed by the Fleet Manager or his nominee, any item of plant or transport owned or hired by Wexford County Council which he/she is qualified to drive.
- To ensure that the Machinery Depot plant, equipment and premises are left in a safe, secure and orderly state.
- To report to the Machinery Yard Plant & Machinery SGSS all accidents and incidents as soon as practicable.
- To ensure that the safe work practices are followed and that required Personal Protective Equipment is worn.
- To read and understand the Ancillary Safety Statement for The Machinery Yard Depot, Stores & Workshop and to carry out all work in accordance with its requirements. To ensure that the specified controls to reduce risk are adhered to.
- To co-operate fully with any initiatives aimed at improving road safety.
- To maintain accurate and complete records of all tasks carried out in hard copy and/or electronic format.
- To co-operate and contribute to operational reviews.
- To co-operate and contribute to value for money initiatives.
- To participate fully in any initiative aimed to increase customer satisfaction and quality of service to the community.
- To be available, during emergencies, to respond to requests for assistance outside of normal working hours.
- To assist and liaise with other County Council Departments on works and emergencies.
- To deal with members of the public and suppliers in a courteous and efficient manner.
- To use as directed and upon receipt of appropriate training any modern telecommunication equipment and any information technology equipment including digital cameras and hand held technologies.
- To accept the introduction of all new plant, equipment and machinery and to be flexible in the use of same.

- To co-operate with and participate in new work systems including the keeping and updating of all records in book and/or electronic format.
- To participate in training provided by Wexford County Council.
- To carry out any other instructions which may be given from time to time by the Machinery Yard Fleet Manager or his/her appointed representative.
- The person employed may from time to time be assigned duties other than driving duties.

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

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. PERIOD OF ACCEPTANCE OF OFFER

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 or 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 the person.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER