

Post of Executive Technician
(Initial assignment to Roads Department)

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

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

- (a) have satisfactory experience, in a technician post at Grade II or higher level or in an analogous post under a local authority or health board in the State,
- (b) have at least **five years** satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- (c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
- (d) possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- (e) Have adequate experience in the supervision and control of staff.
- (f) Hold a full Drivers Licence – Class B

In relation to the initial assignment to the Roads Department, it is desirable and preferable that candidates will demonstrate through their application form and at the interview that he/she has:

- An excellent understanding and detailed knowledge of:
 - Wexford County Council's Road Works Programme including Restoration Improvement, Restoration Maintenance and National Road Pavement Schemes
 - MapRoad Mobile: PSCI, Works and Speed Limit Apps
 - Maproad Pavement Management System
 - TII's GeoApp
 - TII's Specification for Road Works
 - IAT's Guidelines for Surface Dressing
 - Materials testing, particularly in relation to road construction
 - Pavement assessment techniques

- Surveying techniques and equipment, including GPS and Total Station
- Road maintenance techniques
- Health & Safety requirements
- Autocad
- Excellent planning, organisation and supervisory skills, particularly in relation to road construction projects
- Excellent communication and interpersonal skills

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Particulars Of Employment

1. Position

Wexford County Council is establishing a panel for the position of Executive Technician to fill future permanent and temporary vacancies, with initial assignment to the Roads Department.

While the initial assignment is to the Roads Department, the successful applicant(s) can be assigned to other services in the future should the Chief Executive or his/her nominees decide

2. General

The posts are whole-time, temporary/permanent 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 dependant or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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.

3. **Probation**

Where a person who is not already a permanent employee of a local authority 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 one year but the Chief Executive may, at his discretion, extend such period;
- (b) 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.

4. **Salary**

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.

SALARY: €41,796.00- €50,197.00 (LSI 2) per annum.

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

5. **Duties**

The successful candidate for the Roads Department post will be expected to carry out the non-inclusive list of duties set out below:

- Design and supervise of Restoration Improvement Schemes
- Design and supervise of Restoration Maintenance (Surface Dressing) Schemes
- Manage direct labour crews on road construction works
- Be responsible for the efficient use of resources including labour, plant and materials when supervising the above
- Supervise contractors on road pavement schemes
- Carry out materials testing in relation to road construction
- Initiate investigative road assessment techniques
- Display knowledge of road construction regulations, specifications and guidelines.
- Input data to the MapRoad Pavement Management System.
- Carry out PSCI surveys
- Submit defect repair applications to TII using the TII Geoapp
- Use computer aided drafting or design software for design, drafting or other engineering tasks where required

- Use surveying techniques and equipment as required
- Budget preparation
- Adhere to procurement guidelines
- Represent Wexford County Council at a variety of meetings
- Interact with members of the public, providing them with information and informing them of upcoming works
- Adhere to Health & Safety requirements
- Carry out site safety audits on road construction sites.
- Attend road traffic accidents at the request of the Road Safety Officer. Report using Serious Injury / Fatal Collision LA16 Forms.
- Carry out any other duties that may be assigned by the Director of Services or Senior Engineer or his/her nominee from time to time.

6. **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 65 years being the maximum retirement age.

7. **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.

8. **Driver's Licence**

When required to do so holders of the post shall hold a full driving licence for Class B vehicles and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

9. Recruitment

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by the local authority.
- (iii) A Panel 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 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.

10. Residence

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

11. Period of Acceptance Of Offer

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail 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 them.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER