

WEXFORD COUNTY COUNCIL

QUALIFICATIONS FOR POST OF

GENERAL SERVICES SUPERVISOR (ROADS)

1. **CHARACTER** :

Each applicant must be of good character.

2. **AGE** :

Each Candidate who reaches the age of 65 years prior to appointment will cease to be eligible for appointment.

3. **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.

4. **EDUCATION** :

(i) Applicants for the post must have a standard of education that would enable him/her to efficiently perform their duties, and must be capable of making satisfactory reports including (written reports) on matters pertaining to the duties of the post.

(ii) Applicants **must** hold a current Safe Pass Registration card.

5. **EXPERIENCE** :

(i) Each candidate must hold a Full Class B Driving Licence free from endorsement and have satisfactory experience of driving.

(ii) Each candidate must have appropriate multifunctional experience relative to the position and in particular should have experience in a supervisory capacity in dealing with both skilled and unskilled works.

EXPERIENCE (cont'd) :

- (iii) Each candidate should be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post. In particular, candidates should have satisfactory knowledge and experience of the following matters :-
- (a) civil engineering works, with particular emphasis on road building, road surfacing and road maintenance works;
 - (b) civil engineering construction techniques, including road surfacing, footpath construction, leveling, pipe laying, fencing and block laying, together with a working knowledge of maintenance and repairs of roads, drains, open spaces and other services for which the Council has responsibility;
 - (c) technical drawings, with the ability to translate working drawings into civil engineering works;
 - (d) report writing and record keeping, with the ability to write clear and concise reports, and the capacity to accurately measure and record work carried out by those supervised; and
 - (e) supervisory skills, with the ability to manage, direct and motivate groups of operatives.

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PARTICULARS OF EMPLOYMENT

1. The post is whole-time, permanent and pensionable

2. **PROBATION:**

The following provisions shall apply to this employment:

(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;

(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:**

€729.24 - €744.63 - €759.99 - €775.82 - €791.56 - €807.27 - €823.06 - €838.70 - €854.38 - €869.99

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, 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 Minister for the Environment, Community & Local Government.

8. The person appointed shall work under the general direction of the Area Manager/Area Engineer, or his/her appointed representative.

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. Candidates may be required to attend for interview, but the County Council will not be responsible for any expenses a candidate may incur thereby.

12. **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 Area Manager/Area Engineer 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 following :-

GENERAL SERVICES SUPERVISOR (ROADS)

DUTIES OF EMPLOYMENT

The General Services Supervisor shall arrange under the direction of the Area Manager/Area Engineer, or his/her appointed representative, the efficient execution of all works in his/her area of charge and discharge all other duties related to his/her work including those set out hereunder:

1. To supervise and direct employees in his/her charge.
2. To supervise all works in his/her charge, so as to ensure that they are properly and safely operated in accordance with the relevant legislation.
3. To inspect the public roads, including road signs and road furniture, in his/her area, and to take all necessary steps for keeping them in good repair, subject to the general direction of the Area Engineer.
4. To carry out inspections of road gangs, and to attend on the roads during the normal working hours of the Council's employees.
5. To check the timesheets of all employees in his/her charge
6. To record and report on employee's overtime, and take appropriate action as directed.
7. To participate, as required, in the evaluation and appraisal of employees by the Area Manager/Area Engineer, or his/her appointed representative.
8. To list the weekly plant requirements of the Foremen under his/her control and to arrange for the hire of the appropriate plant through the General Services Supervisor (Machinery Yard).

9. To supervise the performance of all machinery and plant in his/her area and to ensure that all plant is properly and safely opened and gainfully employed.
10. To periodically check the signed plant sheets, both Council and private, to ensure that correct times are being recorded.
11. To be responsible for the efficiency of all direct labour road works in his/her area of charge, and to carry out all instructions and furnish any reports, records or other particulars prescribed by the Area Engineer.
12. To keep records of all work carried out in his/her area of charge, including details of labour and plant, quantities of materials used, rates of spread and unit costs.
13. To liaise with and supervise, when directed, work carried out by contractors/sub-contractors engaged by Wexford County Council.
14. To report immediately the circumstances of any inefficiency or unsatisfactory work or service in his/her charge and to carry out the direction consequent on such reports.
15. To prepare data necessary to enable the Area Engineer to work out daily or weekly costings, or other necessary analysis of expenditure in relation to work done as required.
16. To assist the Area Engineer in the preparation and compilation of maintenance records.
17. To co-ordinate, under the direction of the Area Engineer, the annual Strengthening and Surface Dressing Programmes.
18. To ensure that safe work practices are followed.
19. To ensure that adequate stocks of materials are available.
20. To ensure that adequate stocks of tools and signs are available.
21. To be responsible for the custody of all maintenance and construction materials, tools and equipment in his /her area, and for the keeping of any records necessary in relation thereto.
22. To prepare requisitions for articles or materials required for road works in his/her area, and to complete all forms required in connection with supply of such articles or materials.
23. To supervise bridge maintenance works, as directed by the Area Engineer.
24. To co-operate and participate in Wexford County Council's **24 hour Emergency Call-out System**.
25. To carry out duties outside of normal working hours.
26. To liaise with other sections of Wexford County Council on works and emergencies.
27. To respond to reasonable requests for assistance by other bodies/members of the public.
28. To read and understand the Ancillary Safety Statement for Roadworks, and to carry out all work in accordance with its requirements. To ensure that the specified controls to reduce risk are carried out, particularly in cases where the General Services Supervisor is the Action Person named on the Hazard Identification and Control Sheet.
29. To ensure that personal protective equipment is issued when required and that records are kept of issue.

30. To ensure that employees adhere to safe systems of work.
 31. To ensure that operatives are not allowed take unnecessary risks.
 32. To record and report on all incidents/accidents involving employees and/or third parties in his/her area of charge. To co-operate with all investigations, and to give evidence in court when required.
 33. To assist in the serving of notices on landowners in connection with hedge-cutting, cleaning of drains and other relevant Statutory matters. To give evidence in Court in connection with these matters, or with any other matters that may be the concern of Wexford County Council.
 34. To carry out under the direction of the Area Manager/Area Engineer such inspections as are required under the Planning Acts, Roads Acts, Litter and Water Pollution Acts and other relevant Acts.
 35. To act, if directed, as an Authorised Employee of the Council under the Litter Pollution, Water Pollution, Waste Management Acts and other relevant Acts.
 36. To keep the Area Engineer advised on all matters which may be of importance or in the interests of Wexford County Council
 37. To deal with members of the public in a courteous, prompt and efficient manner and to keep the Area Engineer informed of such dealings.
 38. To use as directed and upon receipt of appropriate training, information technology equipment, including digital cameras, personal computers and hand held technologies.
 39. The holder of the post will be required to use a mobile phone issued by Wexford County Council.
 40. To participate in training provided by Wexford County Council and to facilitate training of subordinates.
 41. To participate fully in any initiatives aimed at increasing customer satisfaction / quality of service to the community.
 42. To co-operate fully with any initiatives aimed at improving road safety.
 43. To supervise, as directed, Community Employment Schemes, or any equivalent scheme, operated by the Council.
 44. To carry out any other instructions which may be given by the Area Manager/Area Engineer, or his/her appointed representative, from time to time.
- 13.** Holders of the post may be assigned to work in all appropriate areas in the course of their employment.

14. 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.

15. RECRUITMENT:

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974, the Minister has given directions as follows:

- (i) Selection of candidates for appointment shall be by means of an open competition based on an interview conducted by or on behalf of the local authority. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence with extra credit for educational qualifications and experience of value, if any.
- (ii) Panels may be formed on the basis of such interview. Candidates whose names are on a panel and 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.

16. RESIDENCE:

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

17. 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