

Wexford County Council

Post of Executive Technician

Qualifications

1. **Character:**

Candidates shall 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. **Training, Experience Etc.:**

Candidates 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,
- (c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least **one relevant section** of the work;
- (d) hold a current full clean driving licence in respect of category B vehicles details of which must be entered on the application form and have access to own car.
- (e) Hold a current Safe pass card, details of which must be entered on the application form.
- (f) possess adequate training or experience in dealings with other Departments within their own organisations and with other Bodies;
- (g) have adequate experience in the supervision and control of staff;
- (h) have the ability to work within a team which may be multidisciplinary;

Wexford County Council

Post of Executive Technician

Particulars of Employment

1. The post is wholetime, 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 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.

2. **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;
- (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. **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: €42,214 - €50,699 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.

4. Duties & Responsibilities:

The duties of the post are to give the local authority and:-

- (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 subparagraph (a) of this paragraph,

under the general direction and control of the appropriate Director of Services/Head of Finance, or of such other employee as the appropriate Director of Services/Head of Finance may from time to time determine, such technical and ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions, and duties including the duty of assisting the appropriate employee in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a Technician of higher rank during the absence of such employee of higher rank.

Duties will include but are not limited to:

- a) providing technical services such as site inspections, site surveying, creation of drawings, graphics and report writing;
- b) operating the appropriate technology as required eg AutoCAD, GIS systems, Total Station etc;
- c) work as a member of site supervisory team on construction site visits and inspections;
- d) preparation of maps, drawings and plans as required;
- e) maintenance of project files and records;
- f) develop, design and preparation of tender documentation within procurement guidelines;
- g) delivery of projects in an agreed timeframe and within budget;
- h) knowledge of Planning and Building Regulations; Building Standards, Codes of Practice, the Implementation of national standards and legislative requirements with regard to water and wastewater quality. Enforcement activities as per Environmental and Water Services legislation and compliance with other statutory technical standards;
- i) adherence to the Council's corporate health and safety systems and implementation of department and section health and safety controls, including those relating to risk assessments. A good knowledge and awareness of Health and Safety Legislation Regulations and their implications for the organisation and employees and their application in the workplace;
- j) involvement in the production of drawings and documents relating to the design, tender and construction of capital projects and in the operations environment. The person will also be involved in projects which could be carried out by the Council and/or by Contractors. The role will include the preparation of reports for planning assessment, land disposal/acquisition and for court proceedings;
- k) preparation of material for presentation, meetings, publication and exhibition;
- l) interact with members of the public and to represent Wexford County Council at a variety of meetings;
- m) to carry out such other duties as may be assigned from time to time;

5. 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.

6. 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.

7. 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.

8. 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 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. 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.

9. Residence:

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

10. 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