

## **WEXFORD COUNTY COUNCIL**

### **GENERAL SERVICES SUPERVISOR ENVIRONMENT**

#### **PARTICULARS OF EMPLOYMENT**

1. **CHARACTER** :

Each candidate 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** :

Applicants for the post must have a good standard of general education to enable the duties of the post to be performed to the satisfaction of the Local Authority.

It would be desirable for applicants to have successfully completed an EPA recognized Waste Management Training programme. If applicants do not hold this qualification at the Closing Date of this Competition, applicants must obtain this qualification within 12 months of same date.

5. **EXPERIENCE** :

- a. It is essential that candidates be computer literate with a working knowledge of e-mail, word and excel. GeoPal, Touch Office software, E-reporting and SCADA experience would be desirable.
- b. Be capable of writing clear and concise reports and keeping works records.

- c. In the management of staff with regard to supervision, training, safety, welfare and staff morale. Achieve effective and efficient work practices.
- d. Have experience in a supervisory role and an understanding dealing with members of the public and public representatives.
- e. Hold a **current** Safe Pass Registration Card, details of which must be entered on the application form.
- f. Hold a **current** clean full driving license, details of which must be entered on the application form.
- g. Applicants must possess adequate ability to enable him/her to discharge efficiently the duties of the employment.

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### **GENERAL SERVICES SUPERVISOR - ENVIRONMENT**

#### **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 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 as follows:

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 appointments take 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 (1<sup>st</sup> October 2018)**

€729.24 - €744.63 - €759.99 - €775.82 - €791.56 - €807.27 - €823.06 - €838.70 - €854.38 - €869.99  
The above pay scale shall be subject to the National Pay Agreement and other agreements to which the Council is a party.

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 6½ % 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 Housing, Planning & 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. The person employed will be required to live in the Wexford Area or within a reasonable distance thereof.

**12. Duties and Responsibilities of General Services Supervisor**

1. Management of county wide clean-up crews;
2. Responding to environmental incidents and emergencies;
3. Carry out inspection of sites where illegal dumping has taken place and organize the necessary remedial action;
4. Staff health and safety management, preparing risk assessments, preparing incident and accident reports, staff training and providing health and safety toolbox talks to staff;
5. Completion of wage sheets for all clean-up crews;
6. Prepare facility invoices for payment;
7. PAT testing of electric and electronic equipment;
8. Waste Management Facilities duties including:
  - Site management of waste management facilities;

- Remote monitoring and management of on-site equipment using Supervisory Control and Data Acquisition (SCADA);
- Carry out inspection of sites where illegal dumping has taken place and organize the necessary remedial action;
- Procurement of materials and consumables;
- Waste placement and compaction;
- Operation of Weigh Bridge and associated computer software;
- Ticket collection;
- Site security;
- Weekly Inspections of site;
- Liaison with local residents;
- Record Keeping;
- Control Access/Exit of all vehicles;
- Responsibility for all Materials entering Site including continued compliance with Environmental Protection Agency Waste Acceptance Criteria;
- Liaise with Machinery Yard Management and ensure Site Maintenance and Plant Maintenance are promptly carried out. Daily/weekly checks of vehicles are carried out and recorded using mobile app.
- Prepare facility reports for monthly meetings and attend Environmental Protection Agency Audits;
- Monitoring of weather station;

9. to carry out such other duties as may be assigned from time to time.

The General Service Supervisor is directly responsible for the control of environmental nuisance (birds, litter, odour, dust, vermin). He is also called out by the Security Company/Gardai in the event of the alarm being raised.

### **13. 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.

The person appointed shall work under the general direction of the appropriate Director of Services, or any employee designated by the appropriate Director of Services.

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

#### **14. 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

#### **15. 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**