

WEXFORD COUNTY COUNCIL
POST OF WATER & WASTE WATER WORKS CARETAKER (GRADE V)
QUALIFICATIONS OF EMPLOYMENT

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, TRAINING, EXPERIENCE ETC:

Candidates must, on the closing date for receipt of application forms:-

- (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) Have previous experience in the operation or maintenance of Water Treatment Plants or Wastewater works or similar process installation
- (c) Possess adequate training or experience to enable them to discharge efficiently the duties of the employment.
- (d) Hold a current FAS Safe pass card, details of which must be entered on the application form.
- (e) Hold a current clean full driving licence, details of which must be entered on the application form.

The following is desirable but not essential:-

- A qualification in a trade with experience in the installation, maintenance and operation of Water treatment works or similar mechanical process plants
- Experience with in-line water quality monitoring instrumentation
- Have successfully completed a QQI Accredited Water Treatment Course or Wastewater Treatment Course as applicable.

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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).

Persons who become pensionable employees of a Local Authority who are liable to pay the Class D Rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

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.

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:**

€678.28 - €685.11 - €691.78 - €699.03- €706.27 - €713.64 - €720.84 - €727.62 -
€734.37 - €738.88

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.

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.

RESIDENCE:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. His or her base will be as determined by the Council from time to time.

Working hours will be based on a 39 hour, 6 day week basis with overtime, as required by the workload, in accordance with the Organisation of Working Time Act, 1997. The Caretaker will be required to enter into arrangements to provide cover for other plants when required by the Council.

4. The Council reserves the right to amend the days/hours of work having due regard to the provisions of 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. This employment will be subject to part III of the Local Government (Superannuation) (Consolidation) Scheme, 1998 and the Minimum Notice and Terms of Employment Act, 1973 – 1991.
9. The person appointed must hold a current full driving licence. In the case where transport is provided by the Council, a diary shall be submitted showing all traveling done.
10. The person employed shall work under the general direction of the Director of Services, or any employee designated by the Director of Services, including the Senior General Services Supervisor.
11. The person appointed will use new technology, as required.
12. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.
13. The person appointed shall undergo all statutory Safety & Health training and any other Safety & Health training, as required by the Local Authority.
14. **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, unless extended by Executive Order, will not exceed 12 months.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

15. DUTIES:

The following is a list of duties which the holder of the post will be expected to carry out under the Director of Services, or any employee designated by him/her.

The Caretaker will be required to:-

1. Be responsible for the efficient operation and maintenance of the installations under his/her control. The Caretaker shall carry out all instructions issued by Line Management concerning the operation of the scheme.
2. Maintain and operate treatment plants and pump stations.
3. Be familiar with all the technical aspects of the installations under his/her control.
4. Ensure that all deficiencies and faults are promptly and efficiently acted upon.
5. Carry out Work Orders received on job cards/email/hand held or other units and ensure that such orders are addressed and closed out as instructed by Line Management.
6. Carry out thorough inspection of all assigned installations. A Program for installation inspections and associated tasks will be advised. Inspections shall include mechanical equipment and instruments.
7. In addition to the daily inspection of the installations and attention to emergencies he/she shall carry out such other journeys as directed.
8. Liaise and assist, in accordance with directions from Line Management, with other Departments of the Council, statutory bodies (e.g. HSE, HSA, EPA etc.), contractors etc. on work that impacts on assigned installations.
9. Accurately read and record all meter readings, including E.S.B., as directed. Maintain meters in good working order and organize maintenance and/or replacement as required. Ensure meter recording (e.g. flow, energy etc.) is resumed without unnecessary delay.
10. All installations are to be maintained in optimum working condition at all times. Maintenance will be completed by the Caretaker, in-house support staff and service contractors. The Caretaker will monitor, liaise with and assist contractors where required. Maintenance tasks will be varied, examples include:
 - Maintenance of Mechanical, Electrical, Instrumentation, Automation (MEICA) equipment.
 - Maintenance of sampling equipment;

- Maintenance of chemical dosing equipment;
- Desilting of pump sumps;
- Clearing Inlets;
- Site maintenance (e.g. grass cutting, path clearance, weeding etc.);
- Housekeeping etc.

All plant and equipment shall be operated lubricated and generally maintained in accordance with the Manufacturer's Instructions Books and Sheets and/or the operating and maintenance manual. Furthermore, the Caretaker shall be responsible for regular cleaning, painting, fencing and any other duties of a routine nature as may be directed from time to time by Line Management. Maintenance duties that will be undertaken by the Caretaker will be allocated in accordance with their training and experience.

11. Carry out safety inductions for persons accessing installations.
12. Advise Line Management without delay of any instances that affect the service provided. This extends to all elements under the Caretaker's control.
13. Any work, including repairs, outside of core hours is to be agreed in advance with Line Management. Unplanned works outside of core hours are to be authorised by Line or Central management. If contact cannot be made initially, the caretaker will be required to proceed on their own initiative.
14. Assist in organising and planning works such as maintenance, repairs, replacement, upgrades etc.
15. Be responsible for chemical stocks required for water/wastewater treatment. This includes assessing usage, requesting orders and liaising with supplier to ensure chemicals are delivered on time and adequate quantities are maintained on site.
16. Be responsible for site security. On larger installations (e.g. Water Treatment Plant) the caretaker is responsible for insuring that all persons accessing the site complete a sign in/out register. He/she is to attend when persons are on site unless instructed otherwise. Sites are to be securely locked up when not attended and outside core hours.
17. Be responsible for maintaining optimum performance of the treatment works. Performance includes quality, efficiencies, risk reduction etc. Examples of required work include:
 - Routine visual checks of facilities. Tick sheets are to be utilised where applicable in accordance with program advised;
 - Complete process sampling/testing as required for the site (e.g. Jar test, raw and treated water quality, sludge judge etc.) to optimise process performance.
 - Monitor automatic sample results, trends and associated impacts on treatment process. Use this information (in conjunction with WCC support staff) to maintain/improve performance;
 - Reduce risk to service supply interruption;
 - Cleaning of tanks and process equipment/elements etc.
 - Assist with needs assessment of critical spares and be responsible for on-site stores of equipment and parts. The caretaker shall ensure that on site stores are replenished without delay.
 - Be responsible for maintenance of tools, equipment and testing materials (including reagents) required for various caretaker activities. Ensure stock is replaced as without delay.

18. Complete and maintain accurate records. The records will be both electronic and paper based (e.g. log sheets, diary etc.). Examples of records required include:

- Plant incidents, such as outages, non compliance, SCADA anomalies etc. Records will include description, impact, action taken, outcome etc.
- Log providing accurate record of works completed;
- Tick sheets for routine tasks.
- Caretaker diary that provides detailed daily summary of activities at installations including proposals for required works/checks etc

19. Organise sufficient caretaking cover.

20. Provide supervision to assistant staff where directed by line management

21. Utilise as directed and upon receipt of appropriate training Information Technology equipment including digital cameras, personal computer/laptop, hand-held technologies and SCADA.

22. Supervisory Control and Data Acquisition (SCADA) technology has been implemented widely across Water services Utilities. The Caretaker is required to utilise SCADA to maintain optimum performance of installations. SCADA is utilised to complete initial assessment in response to alarms and where applicable complete minor remote alterations to equipment. Appropriate technology and training will be provided to facilitate SCADA use. The caretaker will receive SCADA alarms for the installations under his control and will be required to respond accordingly.

23. Assist the Water Services Inspector for the network with repairs if so directed by Line Management.

24. Attend jetting van training and operate the jetting unit to clear blockages or clean chutes as required.

25. Respond to Work orders received on the Hand Held Unit device for Maximo Work Order Management.

26. Provide out of hours on call in accordance with LA requirements. The caretaker will be responsible for the performance of installation both during and when applicable outside core hours.

27. Comply with all organisational policies, procedures and legislation.

28. Adhere to Health & Safety legislation/procedures at all times.

16. RETIREMENT/SUPERANNUATION:

Single Public Service Pension Scheme

The new Single Public Service Pension Scheme ("Single Scheme") commenced with effect from 1 January 2013.

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.

17. RESIDENCE:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. His or her base will be as determined by the Council from time to time.

18. PERIOD OF ACCEPTANCE:

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