

MACHINERY YARD WORKSHOP CRAFTSMAN

(VEHICLE MECHANIC)

QUALIFICATIONS OF EMPLOYMENT

1. **CHARACTER**

Each applicant must be of good character.

2. **AGE**

Each applicant must not be more than 65 years on the closing date for receipt of application forms.

3. **HEALTH**

Each applicant shall be in 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, TRAINING, EXPERIENCE**

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

- (i) Hold a National Craft Certificate in Motor Mechanics or equivalent. **(Please submit a copy of your certificate with your application form)**
- (ii) Have a minimum of 3 years recent Heavy Goods Vehicle (HGV) experience in a busy modern workshop.
- (iii) Hold a **current** clean full (Class B) driving licence, details of which must be entered on the application form.
- (iv) Hold a **current** Safe Pass Registration Card **at the time of commencement of employment.**

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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).

A person who become a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of 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 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 employment takes effect during which such person shall hold 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**

€632.45 - €652.46 - €700.55 - €705.52 - €710.43 - €715.37 - €720.31 - €725.25 - €730.19 - €735.19 - €740.04.

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 in accordance with the provisions of the Superannuation Scheme.

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.

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 Minister 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 employed shall work under the general direction of the Director of Service or any employee designated by the Director of Services.
10. The person appointed will use new technology, as required.
11. The person appointed shall undergo such training as may be decided by Wexford County Council from time to time.
13. The purpose of the post is to give to:
- (a) the local authority, and
 - (b) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts/Local Government Reform Act 2014, is Chief Executive, and

- (c) 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 (b) of this paragraph

under the direction and supervision of the appropriate Director Of Services or any other officer designated by him/her, 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 duties of Machinery Yard Workshop Craftsman.

DUTIES OF EMPLOYMENT

The Machinery Yard Workshop Craftsman shall arrange, under the direction of the appropriate Director of Services 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, but not limited to, those set out hereunder:

1. The person employed will be required to carry out all the duties allotted to him/her by the Fleet Manager, Machinery Yard Workshop Foreman and other supervisory staff relative to the repair and maintenance of the plant, machinery, vehicle fleet, equipment and premises.
2. To assess items of plant for repair and decide in consultation with the Machinery Yard Workshop Foreman the course of repair.
3. To follow industry best practice methods when carrying out repairs.
4. To maintain accurate and complete records of all tasks carried out in hard copy and/or electronic format.
5. To ensure that the Machinery Depot plant, equipment and premises are always left in a safe, secure and orderly state.
6. To ensure that all workshop equipment and tools are kept in a clean, tidy and serviceable condition.
7. To ensure that all consumables, materials and equipment are purchased in accordance with Wexford County Council's Procurement Policy.
8. To report to the Machinery Yard Workshop Foreman all accidents and incidents as soon as practicable.
9. To report immediately to the Machinery Yard Workshop Foreman the circumstances of any inefficiency or unsatisfactory work or service in his/her charge and to carry out the direction consequent on such reports.
10. To ensure that safe work practices are followed and that required personal protective equipment is worn.
11. To co-operate and contribute to operational reviews.

12. To co-operate and contribute to value for money initiatives.
13. To participate fully in any initiative aimed to increase customer satisfaction and quality of service to the community.
14. To be available, during emergencies, to respond to requests for assistance outside of normal working hours.
15. To assist and liaise with other County Council Departments on works and emergencies.
16. To deal with members of the public and suppliers in a courteous prompt and efficient manner.
17. To use as directed and upon receipt of appropriate training any modern telecommunication equipment and any information technology equipment including digital cameras, personal computers and hand held technologies.
18. To accept the introduction of all new plant, equipment and machinery and to be flexible in the use of same.
19. To co-operate with and participate in new work systems including the keeping and updating of all records in book and/or electronic format.
20. To participate in training provided by Wexford County Council.
21. To carry out any other instructions which may be given from time to time by the Machinery Yard Workshop Foreman or his/her appointed representative.
22. The person employed will be required to supply and maintain his/her own set of maintenance tools.

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. Holders of the post may be assigned to work in all appropriate areas in the course of their employment.

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**

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

18. **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