

WEXFORD COUNTY COUNCIL

POST OF PUBLIC CONVIENCE CARETAKER

(Initial assignment to Kilmore Quay PC)

QUALIFICATIONS

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:** Education, Training, Experience, etc

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.

Applicants must hold a current full clean driving licence and access to own car.

4. **EXPERIENCE:**

Applicants must possess adequate ability to enable him/her to discharge efficiently the duties of the employment.

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PARTICULARS OF EMPLOYMENT

1. Temporary or permanent vacancies may be filled from any panels formed.

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. **HOURLY REMUNERATION:**

Hourly rate code is €20.282

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

4. Working hours for this facility will require 2 hours cleaning per day, 7 days a week. Weekends and evenings (including Public and Bank Holidays) will form part of the normal working week and will be paid in accordance with the Organisation of Working Time Act, 1997. All hours worked will be subject to the provision of the Working Time Act, 1997. This cleaning cover regime shall be provided by 2 Caretaker's working 4 days a week and 3 days a week on a rotating basis. Each Caretaker shall carry out on average 7 hours per week.

Example:

Caretaker 1

Week 1: Mon, Wed & Fri (6hrs)

Week 2: Tues, Thurs, Sat & Sun (8hrs)

Week 3: Mon, Wed & Fri (6hrs)

Week 4: Tues, Thurs, Sat & Sun (8hrs)

Caretaker 2

Tues, Thurs, Sat, Sun (8hrs)

Mon, Wed & Fri (6hrs)

Tues, Thurs, Sat, Sun (8hrs)

Mon, Wed & Fri (6hrs)

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 granted in accordance with the provisions of the Organisation of Working Time Act, 1998.

The Employee will be required to give at least 4 week's notice of the date of summer holidays and at least one week's notice for other annual leave/privilege days.
---reporting in if ill/sick etc.

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, Heritage & Local Government.
8. This employment will be subject to the Minimum Notice and Terms of Employment Act, 1973 – 1991.

9. **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 County Council will not be responsible for any expenses a candidate may incur in attending for interview.
- (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

10. 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.
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. 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. **DUTIES:**

The duties of the post are to give to the local authority

- (a) and such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive.
- (b) and 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 appropriate Director Of Services, 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 :-

- Full clean and disinfection of the toilets, urinals and hand basins daily
- Mopping of Floors, cleaning of mirrors, door handles daily
- Litter pick up in and around toilet block daily
- Refilling of dispensers with toilet rolls, paper towels and soap daily
- Emptying litter bins and replace plastic liner daily
- Report any defects/vandalism/anti-social as soon as possible.
- Fill in periodic reports on the condition of the toilets.
- Maintain the area around the beach showers, if applicable.
- Complete any training as required.
- Use the personal protective equipment supplied.
- 8am opening and 9pm closing of the facilities daily, subject to seasonal change including locking up.
- Submit weekly timesheets
- Remove cobwebs, wipe down walls, clean more extensively etc. as required.
- Areas where cleaning equipment and supplies are stored to be kept tidy.

The above lists are not exhaustive. Holders of the post may be assigned to work in all appropriate areas in the course of their employment, or in any area or activity under the control of the Chief Executive.

15. 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.

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

