



WEXFORD COUNTY COUNCIL POST OF TRAFFIC/LITTER WARDEN

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, EXPERIENCE ETC:**

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

- (a) Have a good standard of general education to enable him/her to discharge the duties of the post.
- (b) Possess satisfactory relevant experience.
- (c) Be able to demonstrate an awareness/understanding of the role and function of a traffic/litter warden.
- (d) Hold a current clean full driving licence, minimum of category B, details of which must be entered on the application form.

4. **GARDA VETTING:**

Each candidate may be required to co-operate with a Garda vetting procedure.

**WEXFORD COUNTY COUNCIL
TRAFFIC/LITTER WARDEN
PARTICULARS OF EMPLOYMENT**

1. The post is whole-time, 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 dependent or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Children's 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 dependent 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 (As at 1st February 2022) :**

€637.42 - €640.73 - €643.96 - €643.96 - €644.24 - €646.02 - €647.80 - €649.67 - €651.51 - €653.38 - €655.40 - €657.36 - €659.23

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

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.

4. Working hours will be based on a 39 hour week, Monday to Saturday inclusive. Working hours will be determined weekly by the appropriate Line Manager and may vary from time to time, subject to the operating requirements of the Local Authority. All hours worked will be subject to provisions of the Organisation of Working Time Act, 1997.

Wexford County 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. 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 appointed will be required to wear a uniform at all times while on Traffic Warden duty. The uniform must be maintained in a clean and presentable condition.
12. **RECRUITMENT:**

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority, this may include interviews being held remotely.
- (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting 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.

13. 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.

The holder of the post will perform duties as may be assigned from time to time, on a county-wide remit, to ensure Wexford County Council comply with all statutory obligations in Road Traffic Acts, Finance Acts and any regulations made thereunder.

The duties of the post will include, but are not limited to, the following:

- Management & maintenance of all Paid Parking Collection Systems
- To be fully conversant with On-Street and Off-Street Parking Byelaws and with any other Traffic Acts and Byelaws appropriate to his/her duties.
- The servicing and maintenance of pay & display machines (for which training will be provided) and any other duties in connection with the introduction of the pay & display machines.
- Advising motorists on where and when they may park their vehicles.
- Writing clear and concise reports on all aspects of your work.
- Operating Hand Held units and all IT equipment.
- Provision of information and assistance to the public at all times.
- Liaising with relevant employees and sections within Wexford County Council.
- Preparing and disseminating of relevant literature and information.
- Ensuring Compliance with and Enforcement of Parking Bye Laws and Litter Management Acts and Issuing of 'Fixed Charge Notices'
- Reporting as and when required on Traffic and Litter Management to relevant employees.
- Following all procedures and observing strict impartiality at all times in carrying out duties.
- Keeping accurate records of offences.
- Attending Court proceedings and giving accurate evidence as witness on behalf of Wexford County Council as required.

- Provision of relief for other employees as required.
- Collection and counting of all monies in Parking Meters, Public Conveniences and making of associated lodgments.
- The enforcement of local authority statutory provisions.
- The provision of assistance and advice to residents and vulnerable citizens and monitoring and reporting on breaches of Regulations.
- Liaison with An Garda Siochana at local level, with relevant personnel in Wexford County Council; the Health Board and Voluntary Organisations.
- Reporting of abandoned vehicles.
- To assist and provide members of the public with local information in relation to the location of facilities and provision of assistance and directions.
- Such other duties and responsibilities, as may be assigned from time to time

14. 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.

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.

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER