

## COMPETITION NOTICE and JOB DESCRIPTION

**Open Recruitment Competition for the position of**

**Driver/General Operative Band 2 (Rural)**

**at**

**Hydrometric Section, Mallow**

**Competition Reference: 2016054**

**Closing Date: 30th November 2016**

The Office of Public Works (OPW) invites applications for two positions of Driver/General Operative Band 2 (Rural) in the Hydrometric Section. The positions will be filled shortly after the conclusion of this competition.

The positions will be permanent Non-Established State Industrial posts based on a 39-hour week, and will be subject to an eleven-month probation period. Appointment to the substantive post will be dependant upon successful completion of the probationary period.

Following interview, a reserve panel will be established from which future sanctioned Driver/General Operative Band 2 (Rural) positions may be filled for the Hydrometric Section, Mallow. This panel will remain in place for 2 years.

Seasonal work, should it arise, may be offered to the next person in the order of merit on the panel following filling of the permanent posts.

### **OPW's Area of Responsibility**

The Hydrometric Section of the OPW measures water levels and river flows and supplies hydrometric data and hydrological analysis to support the Commissioners of Public Works in fulfilling their functions under the National Flood Risk Management Policy, the EU 'Floods' Directive transposed through S.I. No. 122 of 2010 and as amended by S.I. No. 495 of 2015, and the Arterial Drainage Acts 1945-1995. The Section also disseminates the data collected to external organisations and persons who require the data.

The core operations of the Section are the collection, processing, archiving, analysis and dissemination of hydrometric data. The operation of the Section is divided into two parts, viz. the Field Unit and the Processing Unit. The Field Unit is involved in the collection of data and the management and maintenance of the hydrometric network; the Processing Unit is responsible for processing and analysing collected data, and making this data available in a usable format.

A substantial amount of driving is involved and the successful applicant may be required to stay away from headquarters overnight on a regular basis. When required to travel on official duty the appointee will be paid appropriate expenses and subsistence allowances, subject to normal regulations.

### **Reporting Relationship**

The Driver/General Operative Band 2 (Rural) reports to the Engineering Technician and any other person to whom authority has been delegated.

### **Principal Duties**

The following list of duties and skills is not exhaustive but indicative of the role of Driver/General Operative Band 2 (Rural) in the Hydrometric Section.

- Maintaining and inspecting all monitoring infrastructure and equipment operated by Hydrometric Section;
- Assisting the Engineering Technician with flow measurement, surveying and in carrying out calibration checks at gauging stations;
- Carrying out routine maintenance at gauging station installations, including painting, grass cutting, cleaning of stilling wells and staff gauge replacement;
- Carrying out improvement work at gauging station installations, including organisation of site work, carpentry and building work, in accordance with the work programme and ISO 9001:2015;
- Directing and supervising labour or plant operatives on larger construction or repair jobs;
- Driving and looking after the official vehicle. Loading and unloading equipment and materials;
- Ordering and collecting material required for works;
- Carrying out activities in line with Hydrometric Section safety systems including preparation of Job Safety Plans (JSP's), with reference to Safety Policies, Activity Risk Assessments, Station Risk Assessments and Safe Operating Procedures (SOP's);
- Carrying out other duties which are considered appropriate to the grade.

Experience of working in water would be an advantage.

**A Driver/General Operative Band 2 (Rural) is required to:**

- demonstrate flexibility and mobility, consistent with the needs of the service;
- carry out all works in a safe manner both to colleagues and to the public.

**Contacts with:**

- staff of the Office of Public Works;
- landowners;
- members of the public;
- external contractors and suppliers.

**Special working conditions apply:**

- working in and near watercourses;
- environmental awareness;
- traffic - accessing to and from sites.

**Essential Eligibility Requirements**

- a current clean driving licence, **category BE**;
- a minimum of two years experience in construction activities;
- A current Safe Pass Card.

**Pay**

The pay scale per week for the position (rates effective from 1 January 2016) is as follows:

**Personal Pension Contribution (PPC)**

€540.55, €573.88, €594.66, €605.15, €615.60, €626.10, €636.59, €647.05, €657.53.

This rate will apply where the appointee is a new entrant or an existing employee appointed on or after 1 January 2013 and **is required** to make a Personal Pension Contribution.

**Non-Personal Pension Contribution (Non-PPC)**

€514.18, €545.84, €571.31, €581.37, €591.40, €595.51, €605.48, €615.42, €625.37.

This rate will apply where the appointee **is not required** to make a Personal Pension Contribution

## **Application Process**

Applications for the posts are invited from persons who meet the essential eligibility requirements above. Selection will be by way of competitive interview. The selection process may include short-listing of candidates for competitive interview on the basis of information supplied on the application form.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

When completing the forms, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application.

An application form for the position is available on the OPW Website at [www.opw.ie](http://www.opw.ie).

If you are interested in being considered for the above positions and are satisfied that you meet the criteria as outlined above, please complete an application form (which must be signed) and return to:

Mr Philip Earley  
Industrial Personnel Division  
Office of Public Works  
Jonathan Swift Street  
Trim  
Co Meath

email: [philip.earley@opw.ie](mailto:philip.earley@opw.ie)

The closing date for receipt of completed application forms is **5:30pm on 30<sup>th</sup> November 2016**. Applications received after this time will not be considered for the competition.

**The OPW will not be liable for any costs incurred in applying for the position and/or attending an interview.**

**The Office of Public Works is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**