



## Competition Notice and Job Description

**Open Recruitment Competition for the position of**

**Plumber**

**in the Building Maintenance Service,  
Office of Public Works (OPW) based in the Dublin area.**

**Competition Reference: 2018083**

**Closing Date: 5:30pm on Thursday, 15<sup>th</sup> November 2018**

The Office of Public Works (OPW) invites applications for appointment to the position of Plumber in the Building Maintenance Service based in the Dublin area.

The position, which may, subject to local requirements, be permanent or fixed-term, is a Non-Established State Industrial post based on a 39-hour week (full-time) and the appointment will be subject to a probationary period of 7 months which may be extended to 10 months under certain circumstances. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of relevant certificates of attainment in support of their application. A short-listing assessment, on the basis of the information supplied in the applications, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process will be used by OPW to select those candidates determined by the Interview Board as being suitable for appointment to fill the position and a reserve panel, effective for a limited period, may be formed. A practical exercise may also be conducted as part of the selection process.

### **OPW Areas of Responsibility**

The OPW's areas of responsibility include **Heritage Services** and **Flood Risk Management**. The OPW's Heritage Services has responsibility for the protection of Ireland's built heritage. This is achieved through the conservation, presentation and management of National Monuments, historical properties and Government buildings.

### **Minimum Eligibility Requirements**

**Candidates must, at the closing date, possess the following:**

- **An Advanced Certificate Craft – Plumber ;**  
(or equivalent Level 6 on the National Framework of Qualifications.);

**Note:** *Apprenticeship served in this, evidence of craft and exams completed successfully will be necessary and copies should be submitted with your application.*

- **A full, clean and current driving licence, minimum category B;**
- **A minimum of 3 years' experience as a Plumber;**

**Note: It will be a condition of employment that the successful applicant provide a current Safe Pass Card or evidence of successfully completing the Safe Pass course prior to appointment.**

Failure to supply **copies** of requested documentary evidence, as detailed above, with your application will deem your application invalid and will therefore be disqualified. (Do not forward original documents with application form)

Original documents will be required if you are invited to interview.

**The ideal candidate must:**

- Be well organised and careful with practical tasks,
- Have excellent communications skills and work as part of a multi-disciplinary team.

**The ideal candidate should have the ability to:**

- Solve problems and use their own initiative,
- Work independently and as part of a team,
- Show a committed and flexible attitude to tasks and projects,
- Demonstrate good work practices including time keeping, tidiness, taking responsibility, quality awareness and safety awareness.

**Requirements and Principal Duties of a Plumber**

**Note:** The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a Plumber. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

**Duties and Responsibilities**

The duties and responsibilities of the position of Plumber in the OPW are multifaceted and varied. These include assisting the installation and maintenance of plumbing, heating and mechanical services on domestic, commercial and industrial projects. These installations comprise of a wide range of services including pipefitting, welding, soldering on central heating systems, air handling systems, solar heating, hot and cold water supplies, sanitary appliances and sanitation systems, gas pipelines and appliances, compressed air, fire control, steam, chilled water systems and process pipework.

A Plumber should be able to demonstrate competence in the following Core Skills:

- Use of plumbing tools and materials;
- Pipe fitting/Pipe bending;
- Inspection and testing of pipework;
- Fault diagnosis;
- Design/installation of central heating systems including solid fuel/gas/oil fired boilers/flues and ventilation/fuel storage and distribution;
- Design/installation of plumbing systems including mains water supply/water treatment/domestic and multi-storey hot and cold water supply/storage tanks, cylinders, calorifiers/ sanitary appliances and discharge pipework and systems.

**Principal Duties**

The following list of duties and skills is indicative of the role of Plumber but does not set out the full range of duties that may be assigned to the appointee as and when required: -

- Duties relevant to the grade of Plumber;
- Assisting in all other duties as may be directed by the Service Manager/Foreperson/Chargehand;
- Co-operation with the introduction of new work practices and technology;

- Working on modern practices as well as restoration and conservation works;
- Co-operation with the principle of Main Trade “makes good”;
- Mentoring, monitoring and supervision of Apprentices;
- Working on scaffolding, operating equipment and machinery;
- Working alongside other skilled and non-skilled people reporting directing to your Supervisor;
- Liaising with Service Manager/Foreperson/Chargehand regarding site related work e.g. ordering materials in advance and keeping site work ongoing;
- Reading drawings and working to them. Providing and taking templates for plumbing and other trades. Understanding and reading levels from drawings;
- Driving a mobile maintenance unit vehicle as required;
- Keeping work areas clean, tidy and safe;
- Understanding and acceptance of the Employees duty of care as set out in current Health & Safety Regulations;
- Reporting any accidents and misuse of plant, materials and machinery to the Service Manager/Foreperson/Chargehand;
- Ensuring the safekeeping of all plant, tools, equipment and materials in your charge, or in use by others on the sites within your charge;
- Attending and successfully achieving the requirements at training courses in conservation, construction, supervision and health and safety as required by the Service Manager/Foreperson/Chargehand.

#### **Special conditions apply**

- Working at heights;
- Operating machinery;
- Regular lifting and manoeuvring of heavy and sharp loads;
- Lone working and working with teams;
- Dealing with the public and contractors;
- Report for work at various work sites in the Dublin area, as and when directed;
- Working outdoors, open to weather elements, and indoors in confined and restricted space.

#### **A Plumber is required to:**

- demonstrate flexibility and mobility, consistent with the needs of the service;
- contribute to and maintain a good team spirit and an effective team-working environment;
- remain calm while working under pressure when effectively dealing with incidents;
- work on own initiative in accordance with supervisor/manager instructions whilst being an effective part of a larger team;
- apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- carry out all work in an efficient and safe manner, in accordance with the directions of the supervisor/manager, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements;
- successfully undertake training as and when required;
- be capable of meeting the full range of the requirements of the position;

- carry out other duties deemed by the supervisor/manager as reasonable and appropriate to the grade and to the position;
- Co-operate with the operation of and introduction of new work practices and technology;
- successfully undertake training as and when required;
- be physically capable of meeting the requirements of the position;
- carry out other duties/works deemed by management as appropriate to the grade and to the position;

**Contacts with:**

- staff of the Office of Public Works;
- members of the public;
- external contractors and suppliers;
- property owners/administrators and Landowners.

**Reporting Relationship**

The Plumber reports to the Service Manager and Foreperson or Chargehand and to any other person to whom authority has been assigned and/or delegated.

**Age**

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age;

- the minimum age requirement for potential applicants is 18;
- the appointee, if not an existing State Industrial employee appointed before 1 January 2013, will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

**Outside Employment**

The position is whole-time and the officer may not engage in private practice or be connected with any outside business, which would interfere or conflict with the performance of official duties. Clarification must be sought from line management where any doubt arises.

**Ill-Health Retirement**

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**Health**

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and in this regard the appointee will be asked to complete a health self-declaration statement and complete an on-line health questionnaire. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

**Security Clearance**

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The proposed appointee will be required to complete and return a Garda Vetting form which will be forwarded to An Garda Síochána for security checks to be undertaken. Enquiries may also be made with the police force of any country in which the proposed appointee resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to Garda Vetting of the proposed appointees.

**Pay**

The Plumber pay scale for the position is as follows:

Personal Pension Contribution (PPC)

€664.01, €684.83, €735.62, €740.76, €745.87, €751.00, €756.11, €761.24, €766.37, €771.47, €777.18.

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

Non-Personal Pension Contribution (Non-PPC)

€632.45, €652.23, €700.55, €705.43, €710.30, €715.16, €720.01, €724.89, €729.77, €734.60, €740.04.

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

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Application Process

Applications for the post are invited from candidates who meet the essential eligibility requirements above.

Persons who wish to be considered for appointment to the above position should submit a completed and signed Application Form, and copies of certificates of fully completed apprenticeship and other relevant attainments in support of their application. When completing the Application Form, applicants should take the opportunity to provide as much relevant information as possible and to demonstrate relevant qualities and experience to support the application.

An Application Form for the position is available on the OPW Website at [www.opw.ie](http://www.opw.ie) in the 'Latest News Section' or under the 'Recruitment' tab.

To make an application

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

**Recruitment  
HR Management (Operational)  
Office of Public Works  
Jonathan Swift Street  
Trim  
Co Meath  
C15 NX36**

**The closing date for receipt of completed application forms is 5:30pm on Thursday, 15th November 2018.**

Applications received after this time in HR Management (Operational) will **not** be considered for the competition.

Applications will **not** be accepted by email for this competition.

**The Office of Public Works is an Equal Opportunities Employer**

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

**Please note that canvassing will disqualify.**