



## COMPETITION NOTICE and JOB DESCRIPTION

### Open Recruitment Competition

#### OPW West Drainage Maintenance and Construction Division

#### Position of

### Safety Officer

Competition Reference: 2019007

**Closing Date: 5:30pm on Thursday, 24<sup>th</sup> January 2019.**

The Office of Public Works (OPW) invites applications for the permanent position of Safety Officer in the West Drainage Maintenance and Construction Division.

The appointee will be based at Headford, Co Galway and will be required to work in any location within the West Drainage Maintenance and Construction region.

The position is a Non-Established State Industrial post based on a 39-hour week, and will be subject to a seven-month probation period which may be extended to ten months under certain circumstances.

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 attainment in support of their application.

The OPW will short-list candidates for invitation to competitive interview based on information supplied on the application form.

The competitive interview process will be used by OPW to select the candidate 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.

#### **Eligibility Requirements**

Candidates must have, on the closing date for receipt of applications:

- A Level 7 Qualification (National Framework of Qualifications), in Occupational Health and Safety, is an essential minimum requirement. A Level 8 Qualification in Occupational Health and Safety is desirable.

- Satisfactory experience of construction work and knowledge of construction methods, site management and construction design process;
  - no less than one year for applicants with a Level 8 Qualification;
  - no less than three years for applicants with a Level 7 Qualification.
- A full clean Driving Licence Class B and own transport.

**Candidates should:**

- Have knowledge of hazards associated with this work and knowledge of how to control same,
- Have a comprehensive knowledge of construction and general health and safety management systems (i.e. OHSAS 18001),
- Be computer literate and have the necessary IT skills to carry out duties,
- Possess a high level of interpersonal and communication skills.

**Pay**

The pay scale per week for the position is as follows:

Personal Pension Contribution (PPC)

€992.63(on appointment), €1,100.75 (after completing 2 years' service in the grade)  
 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)

€944.70 (on appointment), €1,047.50 (after completing 2 years' service in the grade)

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

**West Drainage Maintenance and Construction Division**

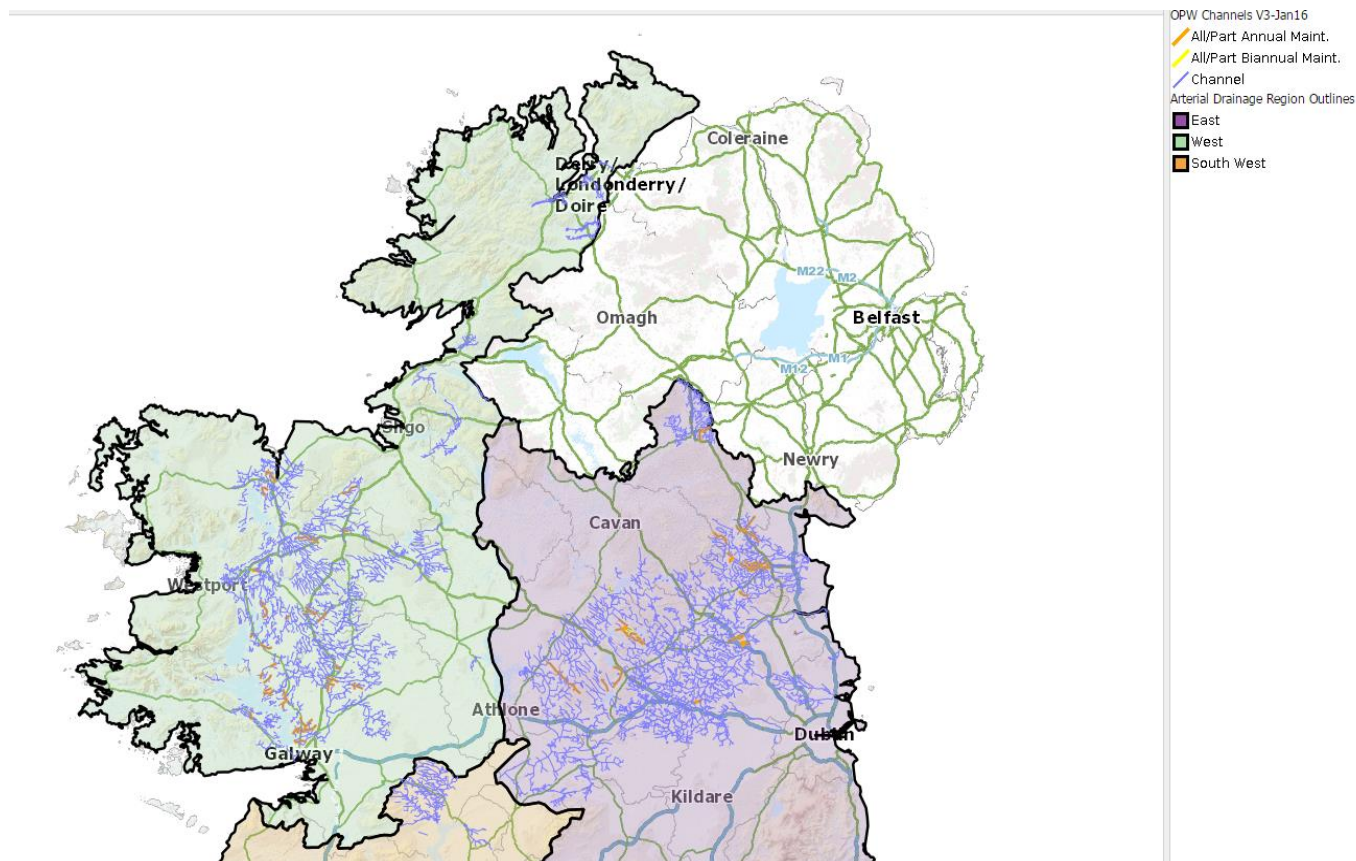
The West Drainage Maintenance and Construction Division is responsible for the construction and maintenance of schemes completed under the Arterial Drainage Acts and the provision of professional advice on related matters. The West Division, WD, is based in Main Street Headford, Co. Galway with depots in Lifford, Co. Donegal, Ballina, Co. Mayo and The Salmon Weir. Galway and is responsible for assets indicated in Fig 1 below.

The WD currently maintains 3,600km of channels and 110km of flood defence embankments. In addition, the maintenance of all structures, sluices, pump stations, bridges etc., forming part of the arterial drainage schemes are included as part of the work of the WD. The WD undertakes an annual channel maintenance programme to ensure that channels contained within drainage schemes are free-flowing thus reducing flood risk and providing adequate outfall for land drainage.

A direct labour force is employed by the OPW to carry out this work. Contractors (excavator with driver) are also hired to assist in undertaking duties such as refurbishment of flood defence

embankments. The WD consists of approx 79 site staff including foremen, and 10 engineers, admin/stores staff. A further 22 approx seasonal staff are employed from April to September to assist with site work. The Claregalway and portions of the Dunkellin Flood Relief Schemes are underway by direct labour, with an additional approx. 30 staff on fixed term contracts and contracted hired excavators. Additional Schemes will be carried out on an ongoing basis. Technical supervision will be by Engineers from within the Region.

Figure 1: West Region Area shaded green, scheme channels identified.



### The Safety Officer Role

To fulfil the duties of Safety Officer as set out in the Safety Health and Welfare at Work (Construction) Regulations 2013.

The successful candidate will operate within the OPW Drainage Maintenance and Construction Division with the primary duty to assist Line Managers and Supervisory Staff in complying with health and safety legislation and any ancillary legislation that apply to their operations.

The work of this section involves the cleaning of drains/watercourses using excavators to improve drainage and conveyance, construction of bridge/sluice structures, refurbishment/strengthening of earthen embankments, most of which is undertaken by a direct works labour force.

### Safety Officer Responsibilities

- Be familiar with the relevant Health and Safety Legislation, which affects the types of construction work being carried out,
- Identify hazards and assess risks on construction site,

- Advising the OPW supervisors on the most appropriate control measures and systems of work to minimise risk,
- Communicate the Health and Safety requirements to managers, supervisors and workers on sites.

### **Authority**

- Make recommendations on Health and Safety and request changes to practices on site through the site supervisor,
- Take corrective action on site up to and including suspension of work where there is a serious risk of accident or injury. (The Engineer in charge must be informed of the action).

### **Principal Duties and Responsibilities**

The following list of duties is not exhaustive but indicative of the role of Safety Officer in the West Drainage Maintenance and Construction Division;

- Assist in the implementation, management and upkeep of the Occupational Health and Safety Assessment Series (OHSAS 18001:2007 Standard) element of the Integrated Management System (IMS) presently in place. To include: updating of Safety Statement, and Handbook as required, Auditing of systems, Implementing of corrective and preventative actions,
- Maintain and update Risk Assessment Database and the Register of Health & Safety Legislation as part of the Integrated Management System in conjunction with the IMS Co-ordinator. Undertake risk assessments,
- Carry out and co-ordinate emergency procedures in conjunction with the Regional Engineers/Safety Managers,
- Attend at Senior Staff meetings as required,
- Provide induction training for new staff,
- Control, supervision, and instruction of staff as directed by the Regional Engineer/Safety Manager,
- Control & management of the Training Database,
- Development, preparation and organizing of the Annual Health and Safety Training Programme in consultation with the Regional Engineers/Safety Managers,
- Assessment of Training Courses,
- Develop and implement staff health & safety promotion policies and initiatives,
- Control, management and ongoing development of the Project Risk Assessment and Safety Plan Database,
- Ensure that all relevant registers e.g. chemical register & fire register are in place in all regions and Depots,
- Identifying changes in existing relevant Health & Safety Legislation,
- Communication of Health & Safety matters to all employees (Training, Safety Statement, IMS Handbook and Inspections,
- Organize & Minute Quarterly Regional Safety Committee Meetings as required,

- Provide assistance, advice and arrange training for Safety Representatives,
- Be available to discuss local safety issues with safety representatives as they arise,
- Investigate incidents. Report on incidents (accidents) and dangerous occurrences on a monthly basis and identify trends,
- Compile Health & Safety Statistics/Reports,
- Audit Health & Safety documents from contractors as required by Regional Engineer,
- Carry out all other reasonable duties as may be directed by the Regional Engineer from time to time,
- Provide a level of service to other Sections within Engineering Services on request, in consultation with the Regional Engineer /Safety Manager,

### **Duties on Site**

- Implement all elements of IMS system,
- Site inspections weekly onsite,
- Monitoring of contractors onsite from appointment through to training and continual supervision onsite,
- Risk assessments for all aspects of work which will require constant monitoring, supervision, updating and implementation,
- Implement all safety procedures and documentation as per Engineering Services West,
- Review systems onsite for all elements of project including Traffic Management, lifting operations, working in the vicinity of overhead/underground services, working adjacent to water, working in close proximity to members of the public. Ensure all hazards are continually addressed and systems updated accordingly,
- Liaise at all times with Area Engineer onsite and report findings at Safety Committee meetings, Regional Meetings and Senior Management meetings.

### **A Safety Officer is required to:**

- demonstrate flexibility and mobility, consistent with the needs of the service;
- Carry out all work in a safe manner both to colleagues and to the public through understanding, observance and application of Health and Safety regulations;
- To successfully undertake training as and when required;
- To carry out other duties/works deemed by management as appropriate to the grade and to the position;
- Co-operate with the introduction of new work practices and technology.

### **Reporting Relationship**

The Safety Officer reports to the Regional Engineer, and any other person to whom authority has been delegated and/or assigned.

**Age**

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

- the minimum age requirement for potential applicants is 18;
- the appointee, if a new entrant or an existing State Industrial Employee appointed on or after 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 and Character**

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health and character. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status and character.

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.

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The proposed appointee may be required to complete and return a Garda Vetting form that 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 satisfactory Garda Vetting of the proposed appointee.

## How to Apply

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

The selection process for interview may include short-listing of candidates, to be invited for competitive interview, based on information supplied on the application form. Applications from OPW staff members will be assessed under this recruitment competition before applications from non-OPW staff members.

Applicants must include, with their application form:

- (a) A clear copy of the applicant's certificates of relevant qualifications in occupational health and safety;
- (b) A clear copy of the applicant's Driving Licence, back and front.

Applicants invited for interview may be required to produce relevant original documentation at interview.

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

Application forms for the position are available on the OPW website at the following URL - [www.opw.ie/en/recruitment/](http://www.opw.ie/en/recruitment/).

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

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

The **closing date** for receipt of completed application forms in OPW HR Management (Operational) Division is **5:30pm on Thursday, 24<sup>th</sup> January 2019**. Applications received after this time and date will **not** be considered for the competition.

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

**The OPW is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**