

## COMPETITION NOTICE and JOB DESCRIPTION

**Open Recruitment Competition to establish a panel for certain future sanctioned permanent and fixed-term positions as**

**General Operative Band 2 (Rural) /  
360 Degree Excavator and Slope Tractor Driver**

**In the Southwest Region Arterial Drainage Maintenance and Construction Services Division**

**Competition Reference: 2019016**

**Closing Date: 5.30pm on Friday, 26<sup>th</sup> April 2019**

The Office of Public Works (OPW) invites applications to establish a panel for certain future sanctioned permanent and fixed-term positions as General Operative Band 2 (Rural) for the Southwest Region Arterial Drainage Maintenance and Construction Division as a 360 Degree Excavator and Slope Tractor Driver.

The Southwest Region Arterial Drainage Maintenance and Construction Division is responsible for the maintenance of schemes completed under the 1945 Arterial Drainage Act and the construction and maintenance of flood defence schemes under the 1995 (Amendment) Act.

The panel, which will be in place for a limited period, may be used to fill certain future sanctioned permanent and fixed-term positions in the region covered by the Mungret Depot in Limerick comprising counties Limerick, Clare, Tipperary, and Cork.

Persons who wish to be considered for appointment to the above position should submit a completed and signed Application Form, and copies of required documentation as specified on the Application Form.

A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same nor, for appointees, does it guarantee that a minimum employment contract period will be offered.

Appointments to approved positions of employment will be made from the panel as and when considered appropriate by OPW management and will be subject to:

- receipt of satisfactory references for the candidate;
- the candidate meeting the health requirements for the position;
- the candidate achieving the required standard on a practical driving assessment.

The position is a Non-Established State Industrial post based on a standardised 39-hour week rostered over 5 days, and will be subject to a probation period of 7 months which may be extended to 10 months under certain circumstances. The actual hours of attendance are determined by local management requirements.

### Essential Eligibility Requirements

- A full, clean and current driving licence, category B & W and own transport;
- Current Safe Pass Card;  
*Note: Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course **prior** to the closing date will be accepted.*
- Hold a current CSCS card for 360° Excavator (for category greater than 5 tonne) and have work experience in operating same.

### Desirable Criteria

- Experience operating other types of plant and site machinery
- Experience with the introduction of new plant and work techniques

### Requirements and Principal Duties of a General Operative Band 2

The following list, which is not exhaustive, is indicative of the role of General Operative Band 2 (Rural) in the Southwest Arterial Drainage Maintenance and Construction Services Division:

- Undertake the operation and control of Hydraulic Excavators and other machinery on the Scheme under the direction of the Regional Engineer/Foreman;
- Operation of tractor and slope tractor with mounted and trailing implements, attaching PTO shaft and guards as necessary.
- To be able to perform a risk assessment identifying potential hazards and the controls which should be put in place.
- Performing daily machine check and completing relevant checklist.
- Competently perform checking of the lubrication, cooling and air intake of the engine, perform basic lubrication of machinery and ensuring machinery is in a safe operational state.
- Carrying out operations using tractor mounted loader;
- Carry out channel maintenance and construction operations;
- Carry out environmental fishery enhancement works as directed;
- Supervise machine/site operations;
- Undertake scheme structure inspections;
- Assist with scheme structure repairs and scheme structure replacement;
- Assist with embankment inspections and work on embankment repairs;
- Assist occasionally with manual channel maintenance operations;
- Maintain ISO records and communications records as required;
- Liaise with landowners, Inland Fisheries Ireland, National Parks and Wildlife Service and others;
- Comply with all Health & Safety procedures as directed;
- Comply with all environmental protocol, including Environmental River Enhancement Programmes (EREP) works, as directed;

- Attend and achieve the required standard in induction training, training courses in manual handling, and other courses in environmental conservation, construction, supervision and health & safety as required by the OPW.

### **The General Operative Band 2 is also required to undertake General Operative Band 3 duties**

The following list, which is not exhaustive, but indicative of the role of the General Operative Band 3;

- concrete works; shuttering; concreting; steel-fixing; block work;
- ground works including duct work, pipe work, hand-digging etc.;
- plant operation, as appropriate to training received;
- scaffolding, as appropriate to training received;
- assist with structure inspections;
- work on the construction and repair of bridges and other structures;
- work on channel maintenance operations and undertake all associated tasks i.e. remove silt and debris, fence, cut back foliage etc.;
- assist with embankment inspections;
- general maintenance of depots and installations;
- operation of plant/equipment, including chainsaws and polesaws;
- driving vehicles;
- maintain ISO records and communications, as required.

### **The General Operative 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;
- make sound judgements in emergency situations;
- work on own initiative in accordance with manager/supervisor 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 Regional Engineer/Foreman, 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 physically capable of meeting the full range of the requirements of the position;
- carry out other duties/works deemed by management 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 e.g. tablets, smart phones, vehicle tracking, electronic information circulation incl. location reporting.

### **Special working conditions apply:**

- Manual handling and lifting of awkward / heavy loads;
- Mechanical lifting of awkward / heavy loads;

- Environmental awareness;
- Working at heights and in confined spaces;
- Working in inclement weather conditions;
- Management of Traffic and assisting with plant mobilisation to and from sites;
- Dealing sensitively with members of the public/property owners;
- Dealing with hazards – sharps, chemicals, traffic, wildlife, uneven/soft ground, disorderly members of the public;
- Working in or near water;
- Working in large urban areas;
- Working in isolated rural areas;
- Appointees will be required to report directly to work, as directed by management, to any location in the areas under the responsibility of the OPW Mungret Depot, which has responsibility for counties Limerick, Clare, Tipperary, and Cork.

#### **Contacts with:**

- staff of the Office of Public Works;
- Local Authorities, semi-state and other service/utility providers;
- members of the public;
- external contractors and suppliers;
- land/property owners.

#### **Reporting Relationship**

The General Operative Band 2 will report to the Foreman and to the Area/Regional Engineer 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 a 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 appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

#### **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**

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.

### **Garda Vetting**

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, 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 satisfactory Garda Vetting of the proposed appointees.

### **Pay**

The General Operative Band 2 (Rural) pay scale for the position is as follows:

#### Personal Pension Contribution (PPC)

€576.67, €604.96, €626.16, €636.87, €647.52, €658.24, €668.93, €679.61, €690.29

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)

€549.50, €576.37, €602.34, €612.61, €622.84, €627.03, €637.20, €647.34, €657.49

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

The successful candidates, upon appointment, will be paid at the appropriate point of the pay scale.

While travel expenses will not be paid for travelling to and from the designated workplace, a weekly travel time allowance, currently €32.54, is payable to General Operative Band 2 staff who, on a full-time basis, in accordance with the requirements of the position, are required to use their own transport to travel directly to and from the workplace, designated by management, in any part of the areas within the responsibilities of the Mungret Depot, namely counties Limerick, Clare, Tipperary, and Cork.

### **Applications for the post**

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

When 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.

Advice and information that may be of assistance to applicants and interviewees is available on the OPW website at: <https://www.opw.ie/en/recruitment/>

Applicants **must** include, with their application form:

- (a) A clear copy of your Driving Licence, back and front**
- (b) A clear copy of your Current Safe Pass Card**
- (c) A clear copy of your CSCS Card for 360° Excavator Driver, back and front**
- (d) A clear copy of their Employment Permit, if applicable**

Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course **prior** to the closing date will be accepted.

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

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

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 to:

**Recruitment  
HRM Division (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 Friday, 26<sup>th</sup> April 2019.**

Applications received after this time in HR Management (Operational) 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 OPW is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**