



**OPW**

Oifig na  
nOibreacha Poiblí  
Office of Public Works

## Recruitment Competition for the position of

### General Operative Band 2

### in Killarney National Monuments District

**Competition Reference: 2019028**

**Closing Date: 5:30pm on Friday, 24 May 2019.**

The Office of Public Works (OPW) invites applications for the position of General Operative Band 2 in the Killarney National Monuments District.

The General Operative Band 2 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.

The Killarney National Monuments District is responsible for the preservation and presentation of National Monuments throughout the District which includes areas in Counties Kerry, Limerick and Cork and off-shore islands.

Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of specified required supporting documentation.

A short-listing assessment, based on 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 the candidate determined by the Interview Board as being suitable for appointment to fill the position and a panel of suitable candidates, effective for a limited period, may be formed.

Appointments made by the OPW are subject to the candidate meeting the health and vetting requirements, where applicable, and are also subject to receipt by the OPW of satisfactory references for the candidate.

#### **Essential Eligibility Requirements:**

- a current full, clean driving licence, categories B, BE, C, & C1;
- a 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.

#### **Requirements and Principal Duties of a General Operative.**

**Note:** The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a General Operative Band 2 in the Killarney National Monuments District. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- Driving all trucks based at Killarney National Monuments District
- Operating the HIAB on trucks and using any other attachments that are part of the HIAB
- Driving all forms of transport such as vans and 4 X 4s along with the Forklift and Skid Steer

- Undertaking landscape and general maintenance duties as required e.g. grass cutting, mowing lawns, strimming, weeding, weed-killing, scuffling/hoeing, sweeping, cutting hedges, removing graffiti and weeds from building façade, etc.;
- Operate light equipment to include: Leaf blowers, knap sac sprayers, hedge trimmers, and other light equipment to undertake general parks/garden maintenance;
- Drive site vehicles and other site machinery as required by management including ride on and pedestrian lawn mowers, tractors and associated machinery, small hydraulic excavators and dumpers;
- To operate chainsaws and assist with arboricultural works on successful completion of training;
- To operate an access platform on completion of successful training;
- To assist craft grades such as Stonemasons, Stonecutters, Carpenters, Gardeners and Fitters in undertaking works such as laying paths/kerbs, mixing concrete/mortar, scaffolding, planting and painting;
- To assist Gardeners with the implementation of floral and horticultural features in the Gardens/Park;
- Undertake Site Inspections and Security duties, to include opening and closing site, gate duty, grounds patrol duty and event security; monitoring visitor activity on site; ensure and report to supervisor/manager on the security and protection of the site and monument;
- Cleaning of monuments, walk-ways and site area/buildings (including visitor centre/offices/canteen) as directed in accordance with requirements; window cleaning and gutter cleaning; power washing, cleaning of toilets, as and when required; open and close toilets as directed; keep supplies stocked up;
- To assist with keeping parks/gardens litter free. Work will involve hand-picking and automated litter collection, emptying bins, etc., Collecting and disposing of litter from both inside and outside the site, Recycling.

### **Special working conditions apply**

- Five-day working week (39 hours), which may be rostered over seven days and include working on weekends; the actual days and hours of attendance will be arranged according to local management requirements;
- Working with blades, chemicals, paints, cleaning agents;
- Lifting awkward / heavy loads; Climbing scaffolding / Working at heights and in confined spaces;
- Operation of plant / equipment; Driving Vehicles;
- Hazards, sharps including syringes, traffic, wildlife, disorderly members of the public;
- Environmental awareness;
- Traffic – assisting with plant mobilisation to and from sites;
- working off-shore on various islands around the coast where OPW carries out work;
- Working in or near water.

**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 and make sound judgements;
- 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 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 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, electronic incl location reporting.

**Contacts with:**

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

**Reporting Relationship**

The General Operative Band 2 (Rural) will report to the District Works Manager and Foreman and any other person to whom authority has been 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 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**

In order to be accepted as suitable for employment, 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 and Character**

Garda vetting may be sought in respect of individuals who come under consideration for certain appointment(s). 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 appointees. All appointments are conditional on the OPW receiving satisfactory references for proposed appointees, when requested.

### **Pay**

The General Operative Band 2 (Rural) weekly 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 civil servant 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 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 persons who meet the essential eligibility requirements above. Selection will be by way of competitive interview. 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 eligible OPW staff members will be assessed and processed under this recruitment competition prior to the assessment of applications from non-OPW staff members.

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

- (a) A clear copy of their Driving Licence, back and front. (required to verify the essential eligibility requirement, to verify age in respect of the age limits and to verify identification if successful in being appointed)**
- (b) A clear copy of their Current Safe Pass Card (required to verify the essential eligibility requirement)**
- (c) A clear copy of their Employment Permit, if applicable (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).**

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

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

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

**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.*

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

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:

**Derek Raythorn  
HR Management (Operational) Division  
Office of Public Works  
Jonathan Swift Street  
Trim  
Co. Meath, C15 NX36**

**Please note that applications by email will not be accepted.**

**The closing date for receipt of completed application forms is 5:30pm on Friday, 24 May 2019.**

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

**The OPW will not be liable for any costs incurred in attending an interview.**

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

**Please note that canvassing will disqualify.**