

South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



Carpenter and Joiner

Qualifications

The role

South Dublin County Council has the opportunity for a qualified Carpenter and Joiner to join us within our busy voids, repair and planned maintenance teams.

The role involves repairs to properties resulting from damage due to plumbing / electrical faults, malicious damage, general wear and tear, fire / flood damage and repair following improvement works to properties. Carpenters and Joiners work in a variety of locations including vacant and occupied houses, carpentry workshop and commercial buildings refurbishments ensuring that all work is carried out in accordance with relevant regulations, practices and standards.

Carpenters and Joiners use their skills to set out and construct roofs, install floors, stairs and window, handrails, built-in furniture, kitchens and hang doors. They also manufacture / repair doors, windows, stairs and so on. The Carpenter and Joiner has to study drawings, perform craft calculations and select materials to meet design requirements.

The Carpenter and Joiner cuts, shapes and joins wood and wood-based products using a wide range of hand tools, for example, hammer, saw, planes and chisels. They also use power tools and machines.

Character

Each candidate must be of good character.

Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education / training / experience

Each candidate must, on the latest date for receipt of completed application forms:

- a) Have served a recognised apprenticeship in carpentry and joinery and been awarded a Level Six Advanced Certificate Craft – Carpentry and Joinery by Solas.
- b) Have three years' direct experience of carpentry and joinery following successful completion of recognised apprenticeship.
- c) Possess a full, unendorsed category B licence.
- d) Have a current SafePass card prior to taking up appointment.

Key skills

- Be able to lead and work within a team.
- Possess good communication and interpersonal skills.
- Be highly motivated and flexible.
- Be a good organiser.
- Have an ability to work on own initiative, in an independent environment and without constant supervision.
- Be capable of keeping clear and concise written records as required.
- Have a willingness to learn and aptitude to use all new technology and information systems including Integrated Housing System.
- Have an ability and willingness to learn and execute new skills and participate in appropriate training courses and provide training where required.
- Working with a variety of specialised hand and power tools.
- Knowledge of setting out, production and assembly of joinery, which includes stairs, doors, windows, floors, roofs, kitchens and built-in furniture.
- Interpreting technical drawings and specifications.
- Planning and organising work schedules.
- Liaising with other Craftpersons.
- Knowledge of and working to Health and Safety requirements.

Key competencies

- Motivation and interest
- Communication and teamwork
- Awareness of Health and Safety
- Initiative and problem solving
- Local government knowledge

Particulars

The office is wholetime, permanent and pensionable. A panel will be formed to fill permanent and temporary vacancies.

Wages

€665.98 (minimum) to €777.64 (maximum) does not include relevant allowances.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

The salary will be fully inclusive and will be determined from time to time. Holders of the post will pay to South Dublin County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their post or in respect of service which they are required by or under any enactment to perform.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

Duties

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and supervision of the relevant Supervisor. In particular the successful

candidate will, under the direction of the relevant supervisor or other authorised person, be required to:

- Co-operate with their supervisors in the operation of various works programmes by taking a flexible approach to the range of assigned works to be undertaken from time to time as well as any other appropriate duties that may be assigned to them.
- The candidate may be required to drive a Council vehicle in the course of their duties and to use whatever mode of communication is provided.
- Operate any existing technology and any new technology pertinent to their duties which may be introduced in the future including the Integrated Housing System.
- Maintain records of existing and proposed works done in various locations / periods including making and keeping attendance and work records and returns.
- The candidate will be required to be available to work out of hours as part of the Council's emergency on call response service
- Participate in mandatory Health and Safety training and all other training as required.
- To carry out such other duties as may be assigned from time to time.
- The post holder may be assigned to any Directorate or work location, from time to time, as determined by Management.

Superannuation

The provisions of the Local Government (Superannuation) (Consolidation) Scheme 1998 may apply.

Persons who become pensionable officers who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority as follows:

1.5% of their pensionable remuneration

plus

3.5% of net pensionable remuneration

(pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation contribution, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required, in respect of the Local Government (Spouses and Children's / Widows and Orphans Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the Scheme.

New entrants will be admitted to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. To qualify for a pension the successful candidate must have served a minimum of two years employment in a Local Authority.

Residence

Holders of the post will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by the Council.

Retirement age

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 66 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Hours of work

The successful candidates' normal hours of work will be 39 hours per week. Overtime as required.

Annual leave

Annual leave entitlement for this position is 25 days.

Probation

For the purpose of Temporary Contracts, successful candidates will be required to serve an ongoing probationary period from commencement of employment during which your contract may be terminated by two weeks' notice by South Dublin County Council if service proves less than satisfactory to the Council.

Where a person is permanently appointed to South Dublin County Council, the following provisions will apply:

- (a) there will be a period after appointment takes effect, during which such a person will hold the position on probation;
- (b) such period will be one year, but the Chief Executive may, at his discretion, extend such period;
- (c) such a person will cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there will be assessments during the probationary period;

- (f) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with South Dublin County Council.

Recruitment

Selection will be by means of a competition based on an interview conducted by or on behalf of the Council.

Interview may be face to face or conducted through Microsoft Teams and will be at the discretion of the Council.

South Dublin County Council reserves its right to shortlist candidates in the manner it deems most appropriate which may include desktop shortlisting and / or preliminary interviews.

Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form, and to fully complete the competency questions where applicable.

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel will be for a period of one year from the date of its formation.

The Council will not be responsible for any expenses a candidate may incur in attending for interview.

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

Appointment will also not proceed without the Council obtaining two satisfactory references at least one of which must be from a current employer. The employer must not be related to the applicant.

South Dublin County Council will require persons to whom appointments are offered to take up such appointments within a reasonable period of time as determined by the Council. If they fail to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council will not appoint them.

Garda Vetting will be sought prior to appointment in accordance with the National Vetting Bureau Act 2012 - 2016.

A candidate who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment or dismissal.

A candidate who does not attend for interview when and where required by the Council will have no further claim to consideration.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 16 December 2021**.

Applicants should hold themselves in readiness for interview any time after the closing date.

Interview results will be available on www.sdcc.ie

**South Dublin County Council is an equal opportunities employer.
Canvassing will automatically disqualify.**