

# **South Dublin County Council**

(Comhairle Chontae Átha Cliath Theas)



## **Clerk of Works**

### **Qualifications**

#### **Character**

Candidates will 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 form:

1. (a) hold a degree in Engineering or Architecture or an equivalent professional qualification;  
  
or
- (b) hold a National Certificate / National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards / Further Education Training Awards Council;  
  
or
- (c) in the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical

Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;

2. have an adequate knowledge of civil engineering works or of building construction;
3. be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
4. have a satisfactory knowledge of the surveying, levelling and setting out of works.

Each candidate must satisfy the local authority that they have had adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which they are a candidate.

### **The job**

The Clerk of Works will be assigned to the Architectural Services / Housing Department engaged principally in the supervision and quality-control of construction and maintenance works carried out by the Council and other contractors. This will include ensuring compliance with legislative and environmental standards, in particular the Building Regulations, of projects under construction and in use. The work will involve specialist analysis of building problems and the formulation and supervision of remedial strategies.

The person appointed will be required to register with the Sustainable Energy Authority of Ireland as an approved BER Assessor within three months of taking up appointment.

### **The ideal candidate will:**

- Demonstrate knowledge and understanding of Health and Safety Legislation (including an understanding of the role of managers in safety management of the workplace), the Building Regulations and Technical Guidance documents and Procurement regulations and tender procedures.

- Have experience in supervision and monitoring of direct labour crews in the competition of their day-to-day duties including, scheduling of works, management of time and attendance, performance management issues, resolving of grievance and disciplinary procedures.
- Have experience in the supervision of contractors in the satisfactory completion of works assigned to them, including management of their performance in accordance with the terms and conditions of their contract.
- Have experience in communicating with members of the public in addressing their questions in a satisfactory manner.
- Have experience of supervision and monitoring of construction including maintenance and refurbishment works for the purposes of Quality Control and compliance with contract drawings and good building standards.
- Have experience in the inspection of dwellings and buildings and subsequent preparation of technical reports, remediation strategies and schedules of work to be used for tender purposes.
- Be computer-literate and have an ability to record and communicate through a broad range of digital operating systems and equipment.
- Have a high degree of personal judgement and technical skill with good interpersonal and communication skills and able to engage positively with onsite staff, Council work-teams and the general public.
- Hold a current unendorsed full driving licence (Category B) and will drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.
- Have experience in the delivery of Energy Efficient Retrofit Works including registration with the Sustainable Energy Authority of Ireland as an approved BER Assessor.

- Have a willingness to learn and aptitude to use all new technology and information systems including the SDCC Integrated Housing System.

**Key competencies / skills:**

- Management and change
- Delivering results
- Performance through People
- Personal effectiveness
- Local government knowledge and understanding

<b>Particulars</b>
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The office is wholetime, permanent and pensionable. A panel will be formed to fill permanent and temporary vacancies.

**Salary**

€51,526 - €52,756 - €54,253 - €57,072 - €58,754 (Maximum) - €60,846 (1<sup>st</sup> LSI) - €62,950 (2<sup>nd</sup> LSI)

Entry point to this scale will be determined in accordance with Departmental Circulars.

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 office 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 office 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 duties of the office are to give the local authority and

- (a) to such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act, 2001, is Chief Executive and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph

Under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate management, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, including the duty of servicing all committees that may be established by any such local authority or body. The holder of the office will, if required, act for an officer of a higher level.

The duties include but are not limited to:

- (a) Supervising the construction and repair of dwellings (flats and houses) and of the other works.
- (b) Control and supervision of general service staff to include, but not limited to, Foreman of Works, Assistant Foreman of Works, Chargehands, Craft Grades, General Operatives and other related grades and checking / certification of timesheets.
- (c) Certification of proper use of materials and preparation of costings of work done.
- (d) Inspection of works of building construction, development and ancillary civil engineering work to ensure compliance with building regulations, building grant requirements and planning permission and so on.
- (e) Inspecting and reporting on the condition of structures, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for habitation, or put them into good repair, and the preparation of estimates of cost thereof.
- (f) Carrying out inspections as directed with a view to ascertaining the existence of dangerous structures, or structures likely to become dangerous.

- (g) Ascertaining the names and addresses of owners, agents or occupiers of dangerous or potentially dangerous structures and taking appropriate action including the preparation and service of notices and requisitions where necessary with a view to removal of danger.
- (h) Supervising as directed works of repairs, construction, securing or demolition and where necessary issuing certificate of compliance with requirements of notice.
- (i) Carrying out such duties as may be necessary in connection with legal proceedings including attendance at Court and giving evidence as to the structural condition or premises.
- (j) Keeping accurate records of inspections, notices, Court Orders and so on.
- (k) When assigned to a particular area for dangerous building work, keeping their area under constant observation.
- (l) Evaluation of sites and preparation of reports / recommendations under The Derelict Sites Act.
- (m) Evaluation of residential properties to establish compliance with the standards of the Residential Tenancies Board and relevant Housing Acts including Rental Accommodation Scheme (RAS) and Housing Assistance Payment (HAP). This work will also include survey and condition analysis of houses and properties which are under consideration for purchase or being purchased by South Dublin County Council.
- (n) To be available after hours and on weekends to attend to out-of-hours operational problems,
- (o) Management of Housing Depots as may be assigned.
- (p) Management of contractors for the delivery of Housing Maintenance Programmes / Response Maintenance / Re-lets and other housing related programmes.
- (q) Carrying out such other duties including duties within the area of any other local authority, as may be assigned by the County Council from time to time.
- (r) Operate SDCC Integrated Housing System and any other existing or new technologies pertinent to their duties which may be introduced in the future.

The person appointed will be required to register with the Sustainable Energy Authority of Ireland as an approved BER Assessor within three months of taking up appointment.

## **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.

The provisions of the Spouses and Children's / Widows and Orphans Contributory Pension Scheme will continue to apply.

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 office will live in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by South Dublin County 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 70 years or as determined in accordance with Department Circulars and in line with Government Policy.

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

The Council may refer staff to a medical advisor at any time to determine fitness for carrying out the duties to which they have been assigned.

### **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.

### **Working hours**

The successful candidates' normal hours of work will be 35 hours per week.

The Council reserves the right to alter your hours of work from time to time.

### **Annual leave**

Annual leave entitlement for the position of Clerk of Works is 30 days in accordance with Government Circulars.

### **Probation**

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; such period will be one year, but the Chief Executive may, at his discretion, extend such period.

- (b) 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.
- (c) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts.
- (d) there will be assessments during the probationary period.
- (e) 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 by email and on the official application form will be accepted. Emails should be addressed to [recruitment@sdublincoco.ie](mailto:recruitment@sdublincoco.ie) only and must be received no later than **midnight on Thursday, 2 March 2023**.

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

Interview results will be available on [www.sdcc.ie](http://www.sdcc.ie)

**South Dublin County Council is an equal opportunities employer.**

**Canvassing will automatically disqualify.**