

Comhairle Chontae na Gaillimhe  
**GALWAY COUNTY COUNCIL**

**POST OF WATERWORKS CARETAKER GRADE V**  
**QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT**

**JOB SPECIFICATION – initial assignment to Luimnagh Water Treatment Plant**

Luimnagh Water Treatment Plant is the largest water treatment plant in County Galway. The works produces up to 48,000m<sup>3</sup> per day. Process control is critically important to the production of quality water at the plant at all times. Consequently analysis of samples from the various stages of the treatment process and along the network is one of the core activities of the laboratory with the treatment plant. Water samples are analysed daily, weekly and annually with a wide range of sophisticated analytical instrumentation at the site laboratory. The drinking water to consumers is analysed to ensure compliance with national and EU requirements. In addition samples from the extensive network being fed from Luimnagh are tested weekly among with the reservoirs feeding the distribution. The initial assignment is to Luimnagh Water Treatment Plant.

**1 CHARACTER**

Candidates shall be of good character, and character referees shall be sought.

**2 QUALIFYING AND RETIREMENT AGE**

If a candidate is an existing employee within the public service, the minimum retirement age is 60 and a compulsory retirement age of 65 applies. If a candidate is a new entrant to the public service, the minimum retirement age is 65 and no compulsory retirement age applies.

**3 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. The candidate should be physically able to wear breathing apparatus and competent to work in confined spaces.

**4 EDUCATION AND EXPERIENCE**

Candidates must:

1.
  - a) Satisfy the Local Authority that he/she has adequate education/training/experience of a type which would enable him/her to discharge efficiently the duties of the post for which he/she is a candidate.

**OR**

- b) Have a minimum of 2 years previous experience in a Water Treatment Plant.

**AND**

- c) Have good communication skills and be able to work as part of a team.
- d) Have an awareness of Health & Safety issues and be a holder of a current FÁS Safepass Card.

2. Though not essential a Qualification as an Electrician, Fitter or in Process/Instrumentation or Water Quality would be an advantage.

**5. DRIVERS LICENCE**

Holders of the office shall hold a full driving licence for Class B vehicles and be a competent driver. Where a candidate does not hold a full Class B licence at application stage, he/she must attain same before appointment.

**6. NATURE OF EMPLOYMENT**

The post is whole-time, permanent and pensionable. For persons who are not already permanent local authority employees, employment is subject to a probationary period of one year and candidates shall cease to be employed at the end of this period unless the County Manager has certified that the service of such person is satisfactory. The initial assignment for this post is to Luimnagh Water Treatment Plant.

**7. WAGES**

The current wages scale ranges from €634.32 per week rising by annual increments to a maximum of €692.70 per week. Entry to the scale shall be determined having regard to Departmental Circulars.

**8. HOURS**

The employment shall be on a 39 hour seven day week basis and will require a shift working pattern between the hours of 8am to 5.30pm on Saturdays with hours 4pm to 12.00 midnight on Tuesday, Wednesday, Thursday and Friday. A shift-allowance will be payable.

**9. PROBATION**

For persons who are not already permanent local authority employees, employment is subject to a probationary period of one year and candidates shall cease to be employed at the end of this period unless the County Manager has certified that the service of such person is satisfactory.

**10. SUPERANNUATION**

PRSI – CLASS A

Persons who become pensionable employees of a local authority on or after 6th April, 1995, are liable to pay the Class A rate of PRSI contribution. In effect, this means that the superannuation benefits of these pensionable officers take account of the appropriate benefits payable under the Social Welfare Acts, ie. Old-Age Pension.

Class A PRSI members are required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. 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 dependant or qualified children).

## PRSI – CLASS D

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution (ie. those appointed prior to 6/4/95) are required in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration. This means that all of their pension benefits are paid directly by the local authority.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme. Membership of the Superannuation scheme is compulsory.

## **11. DUTIES**

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

- (a) such other local authorities or bodies for which the Manager for the purposes of the City and County Management Acts, is Manager, 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 sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such environmental and other technical services of an advisory, supervisory or executive nature 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 assisting the appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a Technician of higher rank during the absence of such officer of higher rank. Holders of the office may be assigned to work in all appropriate areas in the course of their employment. However the initial assignment is to Luimnagh Water Treatment Plant.

### **Other duties will include:**

1. To be responsible for the Luimnagh Water Supply Scheme under the control of Galway County Council, for which he/she is appointed caretaker, as well as any further extensions or additions to these schemes, including private or group schemes taken over by the Council in the area, together with any work as and when required in any other Urban authority in the county.
2. To be responsible for the proper maintenance and working of pumps, pipelines and fittings, including any new plant and fittings or extensions and improvement schemes that may be installed or carried out subsequently.

3. To maintain water works sites and any future extensions and improvements thereof, in a manner in keeping with local authorities. To keep sites free from weeds nettles etc., and to attend to, and plant as directed shrubs and hedges, and to keep all grassed areas cut, neat and tidy.
4. Interior and exterior of all pumping stations, filter houses, and any other buildings on the site of the works to be kept in a clean and spotless condition.
5. To paint entrance gates, fencing standards, doors, windows, plant etc., when directed and to carry out all directions, which may be given by the Engineer or Plant Manager for the proper maintenance of the scheme.
6. To report directly and immediately to the Council's Engineer, Plant Manager or other Technical Supervisory staff any defects, requirements, adjustments that may require the attention of the engineer, or any other matter that may affect the Scheme.
7. A rota will be designed to ensure cover at all times day and night for any alarm calls, and you will be expected to respond, when rostered, to the duties required and more particularly in the event of a burst, plant failure or any other emergency that might affect the proper working of the scheme.
8. To give adequate notice to the supervisory engineers, Plant Manager or other Technical Engineering staff in the event of any foreseeable interruption of the service concerned and also to inform the office in advance of any planned shutdown of supplies.
9. To be thoroughly familiar with the working of the scheme and the precise location and proper functioning of it's various parts and to carry out all instructions which the Council's Engineer or Plant Manager may issue to ensure the efficient working of the Scheme.
10. To submit when requested to the Engineer, any reports, returns or other information in connection with the Scheme or any extensions or proposed extensions thereof, or any connections or proposed connections thereto or any other records or reports required.
11. To operate pumping and chemical dosing plant and equipment in accordance with the technical instructions and manuals provided at the Waterworks and such further instructions as may be given by the Engineer, to keep all plants and equipment in good condition and to attend to the Scheme at all times as may be required to maintain the necessary quality and quantity of supply. To report immediately any breakdown of the pumping or chemical dosing equipment to the Plant Manager.
12. To keep all relevant particulars and records of the time and rate of pumping, chemicals used and quantities of water pumped and delivered, to note any unusual fluctuations in the quantity of water

used per day and to record daily the readings of all water, electricity and pressure meters or instruments.

13. To visit the reservoirs and intakes, as directed, to ensure that everything is in working order.
14. To assist in diversions of water supplies, as necessary, in the event of fire outbreaks, or in the event of waste detection work or supply rationing.
15. To inspect regularly the distribution system including house connections and fittings for leakage or wastage and to report any incidence of same and also to carry out repair or service as appropriate.
16. To report unauthorised connections to the supply.
17. To attend in court and give evidence in all prosecutions for waste or water.
18. To act, if required, for the plant manager in the event that the plant manager is away, sick or on annual leave or otherwise absent from the plant.
19. To supervise such staff as may be assigned to him/her from time to time by the Council and in such a manner as indicated by the Council.
20. To read water meters in any manner directed or using any recording equipment supplied.
21. To fit and repair or replace water meters where required.
22. To assist in laying and jointing of water mains and fittings.
23. To co-operate in the use of technology and equipment in operation either at present or in the future. In particular, this will include the operation of the radio/telephone system including the installation of radio in vehicle being used for official duties and the installation of telephone or other equipment at residence, if required. To become knowledgeable in the use of I.T. technologies at the Plant and cooperate in their use and improvement.
24. All duties of this position shall be deemed part of the Caretaker's normal duties. Overtime will not be paid in any circumstances in respect of normal duties. Payment of overtime in relation to any exceptional or emergency circumstances will be considered.
25. All or any of the duties relating to his/her employment shall apply at the discretion of the County Manager or delegated Officer.
26. The caretaker shall carry out such other duties appropriate to the employment as may be assigned to him/her from time to time by the Local Authority.

27. The Council reserves the right to add or delete to the Scheme allocated to the caretaker or to change the scheme allocated to the caretaker at its absolute discretion and without payment or any additional remuneration.
28. The caretaker will be required to carry out his duties in a vehicle provided by the Local Authority. The Council reserves the right to alter any arrangements in this regard.
29. The caretaker will be required to attend all relevant training courses relating to the operation of the plant and network, all mandatory Health and Safety training and all courses associated to the duties and responsibilities of the post.
30. The caretaker will be required to carry out any particular duties in relation to the scheme to which he is assigned, as directed.

## **12. RESIDENCE**

Holders of the post must reside within a road radius of 20km road radius of the Luimnagh Water Treatment Plant in which their initial duties are to be performed **and** be able to provide a 30 minute reaction to alarms. Galway County Council reserves the right to assign you to any premises in use by the Council now or in the future.

<p>You must submit the following with your application: <b><i>Copy of driving licence</i></b></p>
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## CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

### **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

### **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies may be advertised in at least 1 national and 1 local newspaper, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

### **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts.
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (eg. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.

- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking
  - Candidates must not knowingly provide false information on their application
  - No other person may impersonate or represent a candidate at any stage of a selection process
  - Candidates must not interfere with or compromise the process in any way

Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board **or**
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area.

Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.

- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

## **GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**