



## WICKLOW COUNTY COUNCIL

### POST OF PERMANENT CARETAKER – Ref: 28/2021 CLERMONT CAMPUS, RATHNEW

#### QUALIFICATIONS

##### **CHARACTER**

Candidates shall be of good character.

##### **HEALTH**

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

##### **EDUCATION, EXPERIENCE ETC**

Candidates should have a general standard of education such as will enable the applicant to satisfactorily perform the duties of the position.

Each candidate must satisfy the local authority that he has had adequate experience of a type which would render him suitable to perform satisfactorily the duties of the office for which he/she is a candidate.

The ideal candidate shall have:

- Must be of good character
- Have a minimum of two years' experience in the area of parks maintenance
- Have a basic knowledge of the use and maintenance of small plant
- Have a minimum class B driving licence
- Have a knowledge of Litter & Waste legislation
- Have an appreciation of Children First legislation
- Demonstrate ability to coordinate and schedule work activities
- Demonstrate ability to direct, motivate, develop and evaluate team members
- Demonstrate ability to communicate effectively, verbally and in writing;
- Demonstrate ability to establish and maintain effective working relationships with supervisor, other agencies, and the public.
- Possess valid Safepass and Manual Handling Certificates and understanding of health and safety regulations

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#### PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future positions may be filled. The successful candidate(s) may be assigned as required to any of the Municipal Districts/Directorates under the Chief Executive's control or to any premises/location in use by the Council now or in the future.

The position will be fulltime, permanent and pensionable.

#### **Duties:**

The duties of the office shall be to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be required in relation to the area of any other local authority.

#### **OTHER DUTIES CLERMONT CAMPUS:**

##### **General**

- To undergo such training, as may be deemed necessary from time to time by the Council (either on the job or at any training or educational institution).
- To use such personal protective safety clothing or equipment as may be issued to you from time to time and to observe the conditions of its proper use.
- To be polite and courteous when dealing with members of the public in the course of your work and have the ability to remain calm in stressful situations.
- To have excellent verbal communication and customer service skills.
- To be polite and courteous when dealing with all tenants on the Campus and responding to their requests.
- To be available for overtime during the normal academic year i.e. September to May. IT Carlow operate evening classes Monday to Thursday (6.00 pm to 10.00pm) and Saturday each week. Over time is usually divided between the Caretaker and Deputy Caretaker.
- To participate fully in any initiatives aimed at increasing customer satisfaction/quality of service to Wicklow County Campus.
- To supervise and delegate tasks to Community Employment participant. Ensuring that adequate supplies of materials, tools and equipment for the works in hand.

- To work either alone or as part of a team as required and to cooperate with other colleagues and other Sections of the Council
- To report any workplace accident/dangerous/abnormal occurrence to the Campus Manager.
- To report immediately, the circumstances of any inefficiency or unsatisfactory work of service in your charge and to carry out the direction consequent on such reports.
- To keep records of all work done including materials produced, supplied and used, and quantities of work done. You should maintain a personal daily diary, which can be inspected at any time. This diary may be electronic or manual. This diary to include detailed accounts of incidents, which could lead to litigation by others.
- To report to the Campus Manager on all gardening/building maintenance works or other activities which come into the scope of the law relating to Local Authorities.
- To keep the Campus Manager advised on all matters which may be of importance in the interest of the County Council and to liaise with other sections of the Council on works and emergencies.
- The holder of the post will be required to avail of modern communications, such as mobile phone and email, as directed.
- To use as directed and upon receipt of appropriate training Information Technology equipment including digital cameras, personal computers and other hand-held technologies.
- To assist other Council trade, technical and engineering staff in the course of their work as necessary.
- To carry out any other duties/instructions that may be given by the Campus Manager or their Assistant from time to time.

### **Day-to-day**

- From time to time the Caretaker will be responsible for parking and traffic management at the Campus when a large gathering may be taking place.
- To distribute post to the tenants on a daily basis.
- Have the ability to carry out day-to-day maintenance and minor repairs to the building/fixtures and fittings.
- Cleaning of classrooms and bathroom facilities on the Educational side of the Campus.
- Making sure that doors and windows are locked when the building is not in use.
- Checking the premises to guard against vandalism or break-ins.
- Opening up the building in the morning and locking it at the end of the day.

- To liaise and supervise all deliveries to the Campus e.g. Gas, waste disposal.
- To liaise with and supervise all service engineers/maintenance personnel to the Campus e.g. lifts, fire extinguishers, alarms, gates/doors.
- Ensure a safe environment for staff, tenants and visitor adhering to safety and health regulations.
- To assist with facilitating of filming on the Campus which may occur from time to time.
- To ensure that all signage on the Campus is maintained in a proper condition and to report damage of such items, if necessary arrange for replacements.

### **Grounds Keeping**

- Maintain a litter free Campus by clearing rubbish and litter from the garden and grounds ensuring correct disposal of all waste streams.
- Perform basic maintenance such as cutting the grass, hedge cutting, managing weed control and leaf raking.
- To book and supervise work carried out by contractors/sub-contractors engaged by Wicklow County Council to carry out repair and maintenance works on the Campus.
- Arrange for the service all garden equipment and machinery.
- Making the Campus safe during bad weather conditions.

### **Building Maintenance**

- Ensuring that heating, lighting and alarm systems are working properly.
- Arranging chairs and tables for meetings and clearing away afterwards.
- Ordering fuel, cleaning materials, new equipment and furniture.
- Monitoring efficiency of heating system and ESB meters.
- Liaising with the security company (who are key-holders), following attending to alarm call outs if there are issues to be actioned.

### **Probation:**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold such office on probation;
- (b) such period shall be one year but the Chief Executive may at his discretion extend such period;
- (c) such persons shall cease to hold such employment at end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

**Salary: €691.85 to €753.66 gross per week**

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

**Location:**

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**Annual Leave:**

Annual leave entitlement will be 25 days per annum exclusive of public holidays and Good Friday. Two days are pre-booked for the Christmas Closure.

**Hours of Work:**

The person appointed will be required to work a 39 hour week with the following attendance pattern:

Monday to Thursday – 8.00 a.m. to 16.30 p.m.

Friday – 8.00 a.m. to 15.30 p.m.

Weekend overtime will also be required. Overtime to be paid at agreed rates.

**Travel**

Holders of the office shall hold a full driving licence for class B vehicles free from endorsement and disqualification and, shall 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.

**Garda Vetting**

Candidates may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**Health:**

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to the candidate.

**Retirement**

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

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

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 are subject to a compulsory retirement age of 70 years.

### **Superannuation**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be 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 the 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).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation 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 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.

### **RECRUITMENT**

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.

Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. Short listing may 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/experience on the application form. The candidates shortlisted will be invited to attend for interview. **Interviews may be held by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office 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 one year from the date it is formed.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should not that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

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