



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Civil Technician Grade 1 (Building & Civil Engineering)

Closing Time and Date: 5pm Friday 18th November, 2022

Cavan County Council is committed to a policy of equal opportunity.

Competition:

The purpose of this recruitment campaign is to form a panel for Cavan County Council from which full-time, permanent, and fixed-term contract posts may be filled at Civil Technician Grade I (Building & Civil Engineering).

Post:

The Civil Technician Grade I will work under the control and supervision of the Senior Engineer or other designated officer.

Responsibilities/Duties:

The principal duties and responsibilities will be to perform such duties appropriate to the post of Civil Technician – Grade 1 that may be assigned by the Senior Engineer and may include the following duties

- Preparation of detailed design drawings for contract documents using AutoCad, for various complex construction projects
- Preparation of pavement condition surveys
- Preparation of traffic management plans and traffic surveys
- Road accident mapping and investigation
- Surveying for various housing, water services and roads projects
- Planning for, and supervision of, various construction/ investigative projects
- Preparation of Health & Safety documentation for works projects.
- Preparation of inspection reports and issuing of enforcement notices
- Producing presentation work for Council and Public display
- Duties in relation to Public Lighting
- Mapping of water-mains & sewer networks including mapping of burst plots records for water-mains
- Mapping of sewer defects
- Carrying out of surveys to capture, record and map data on water-mains & sewers realigned as part of a road or other capital scheme
- Liaison with IT section and provide updates for water services infrastructure on Location Publisher

- Liaison with all relevant sections in order to gather and compile all existing hard copies of water-mains and sewer networks and digitise same
- Liaison with Planning Section in terms of estates taken in charge for purposes of digitising same
- Creation of mapping through MapInfo/AutoCAD Map and use of GIS editors e.g. Mapinfo, Mapdrain, Sus25, Mapnet, Autocad, An Post Geodirectory, Leaks Database
- Provide and distribute maps and reports for LA Water Services Section and Irish Water
- Implementation of GIS applications for sourcing and collation of geographical information from third party and internal LA sections
- Coordinate GIS activities between CCC and Irish Water
- Maintenance and use of GIS application databases including MapRoad Pavement Management and Road Licencing systems.
- GIS map production including GIS data collection, conversion/editing, integration, updating, quality assurance and management and GIS System deployment and maintenance
- Create and present GIS data reports and mapping
- Maintenance of asset databases in GIS system
- Management of GIS systems implementation
- DMA mapping and Use of ArcGIS
- Control and supervision of staff
- Support other staff in the implementation and use of AutoCad & GIS systems and applications
- Building Energy Ratings of Housing Units.
- Land Transfer mapping, CPO Mapping and Property Searches.
- Maintenance and upkeep of the Council's Property Register.
- Report writing in relation to all of the above including ensuring that reporting is complete, timely and accurate, and that content is appropriate to users' needs
- Keeping up to date with best practices in relation to duties above
- Any other activities as assigned by Line Manager/Supervisor

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours.

Qualification:

1. Character

Each candidate shall be of good character.

2. Health

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

3. Education, experience, etc;

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

- (a) (i) Have passed the NCEA/HETAC National Certificate Final Examination in
Civil Engineering, or
Geo-surveying, or
Construction Studies, or
Construction Studies in Building Maintenance, or
Construction Studies in Architectural Graphics
or
Hold an equivalent qualification
and
 - (ii) Have at least three years satisfactory experience after attaining the qualification concerned
 - (b) Possess adequate training and/or experience relating to the control and supervision of staff.
- Or**
- (iii) Fulfill the following requirements
 - (a) have, satisfactory relevant experience in a technician post at Grade II level or in an analogous post under a local authority in the State,

and

have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post, **or**

(b) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority in the State.

(c) possess adequate training or experience relating to the control and supervision of staff

4. Hold a current full clean driving licence.

Please note a working knowledge of GIS and/or AutoCAD is desirable

Salary:

Remuneration will be at the Civil Technician Grade I Scale of the national wage scales.

The present minimum scale is €43,568 increasing to €51,947 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Garda Vetting/Child Protection

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a consent form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

Pension:

The Local Government Superannuation Scheme applies.

Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

Hours of Work:

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week. The Council reserves the right to alter the hours of work from time to time.

Acceptance of Offer of Employment

Cavan County Council shall require persons to whom appointments are offered to take Up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

Selection process:

Candidates will initially be assessed to ensure they meet the minimum qualifications set down above. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates may be subject to further checks post interview to confirm they meet the criteria.

Candidates will then be assessed on the basis of other information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Candidates may be short listed on the basis of information provided in the application form.

Communications:

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources

Cavan County Council Civil Technician Grade I (Building & Civil Engineering)
Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: jobs@cavancoco.ie

The onus is also on each applicant to ensure that she/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

Stage 1: Closing Date for Submission of Application Form

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to jobs@cavancoco.ie no later than **5pm on Friday 18th November, 2022**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

Stage 2: Shortlisting

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

Stage 3: Final Interview

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

Competency Framework & Requirements:

A Requirement and Competency Framework has been developed for the position of Civil Technician Grade 1 (Building & Civil Engineering). Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

Requirements:	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the structure and functions of local government. • Knowledge of current local government issues. • Understanding of the role of Civil Technician Grade 1 (Building & Civil Engineering). • Technical knowledge and experience in computer aided drafting • Knowledge in the area of Health & Safety • Experience of working as part of a team. • Prepare and Present Technical Reports. • Strong resource management skills. • Knowledge and experience of operating ICT systems.
Competencies:	
	<ul style="list-style-type: none"> • Understand and implement change and demonstrate flexibility and openness to change. • Develop and maintain positive, productive and beneficial working relationships.

Delivering Results	<ul style="list-style-type: none"> • Translate the business or team plan into clear priorities and actions for their area of responsibility. • Implement high quality service and customer care standards. • Make decisions in a timely and well-informed manner.
Communicating Effectively	<ul style="list-style-type: none"> • Have effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> • Take initiative and be open to taking on new challenges or responsibilities. • Manage time and workload effectively. • Maintain a positive, constructive, and enthusiastic attitude to their role.

Data Protection:

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant 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 offer or dismissal.

- Information provided by a candidate in their application form will be used for the purpose of the Civil Technician Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

Cavan County Council is an equal opportunities employer