

Cavan County Council Comhairle Chontae An Chabhain



Briefing Document and Selection Process

General Operative (Labourer)

The Position:

Applications are invited from suitably qualified persons wishing to be included on a panel from which permanent and temporary vacancies arising during the lifetime of the panel may be filled.

The General Operative has an important role in providing operational frontline services, primarily in the Roads & Infrastructure Department of the Council at Municipal District level. The county is divided into three Municipal Districts. Each Municipal District is subdivided into two sub districts. General Operatives work as part of a supervised operational team assigned to a sub district team. They are required to be flexible in terms of work location and nature of role. Successful applicants will be given requisite training and development to assist them perform their role in a safe and efficient manner. Ongoing training and up-skilling will form a core part of the post.

While General Operative is the baseline entry grade for outdoor employees, there will be opportunity in the future to progress within the team structure. Successful applicants will be joining a team over 500 employees providing essential public services for the betterment of our county.

Responsibilities /Duties:

The following duties are typical for this position. General operatives may not be required to perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address Council's needs and changing Council practices.

A non-exhaustive list of duties for a general operative is provided below:

Core duties:

- Carrying out road maintenance work, for example, road repairs/hedge cutting/etc.
- Assisting road construction works, for example, pipe laying/minor block work/road strengthening/ road construction etc.
- Ensuring that the Council's safety management systems are complied with
- Street cleaning, litter picking, use of wheelbarrow, yard brush, shovel
- Cleaning out vacant social housing units
- Grass cutting, lawn mowing, strimming
- Setting up and maintaining traffic management
- Assisting in setting out of roadworks
- Operating tools, small plant & equipment / machinery
- Work with water services crew, when required
- Treat road for oil spillage
- Carrying out winter maintenance duties
- Using new technology when required
- Any other duties as may be assigned from time to time.

Other duties:

- Being available as part of the call out systems of the Council
- The carrying out of the above duties (or similar) for other functional areas of the Council as and when these are assigned
- Compliance with all organisational policies, procedures and legislation.

Please note that these duties are indicative rather than exhaustive.

Qualifications

Character:

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

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 for the post.

Education, Training, Experience, etc.:

Each candidate must, on the latest date for receipt of applications:

- Have attained such standard of education as would enable the candidate to carry out efficiently the duties of the position:
- Have a good knowledge of the services provided by Cavan County Council;
- Have an ability to work within a team and the ability to motivate and encourage team members to achieve maximum performance;
- Possess good communication and customer awareness skills;
- Have a willingness to learn and aptitude to use all new technology and information systems and have a natural aptitude for the use of equipment;
- Have a good knowledge and awareness of Health & Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Hold a full current driving licence

Starting Salary:

Remuneration will be at the General Operative of the national wage scales. The present minimum scale is €606.39 increasing to €685.82 per week (after 14.5 years) with annual increments subject to satisfactory performance via PMDS. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Pension:

The relevant Local Government Superannuation Scheme applies.

Probation:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be twelve months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

Annual Leave:

25 days per annum (including concession days)

Hours of Work:

There shall be a 39-hour working week and the working week will be from Monday to Friday both days inclusive. Work schedules may require overtime to be worked from time to time. Overtime payment at the normal rate shall be made in such cases.

Training:

- The successful applicant will undertake any course of relevant training as required by Cavan County Council
- Undergo training for Health & Safety, technical skills and general performance as assigned

- Participate and co-operate with all training initiatives as required.

The Person:

The successful applicant may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Selection process:

Applicants will initially be assessed to ensure that they meet the minimum qualifications set out above. Applicants may be shortlisted for interview on the basis of information supplied on their application form. An assessment test or preliminary interview may also form part of the shortlisting process.

All applications must be made on the official 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 28th 2023**.

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 are available from the Human Resources Department, Cavan County Council, Farnham Centre, Johnston Central Library, Farnham Street, Cavan **Tel. 049-4378653/8654** or email jobs@cavancoco.ie or on web www.cavancoco.ie

Completed Application Forms together with supporting documentation will be accepted by email only.

Application Forms received after the closing date i.e. 5.00p.m. on Friday 28th April 2023 will not be accepted.

Note:

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 applicants favour any employee 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.

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.

Cavan County Council is an equal opportunities employer