



Cavan County Council

Comhairle Contae an Chabháin

Candidate Information Booklet

Senior Executive Technician (Building & Civil Engineering)

Closing Time and Date: 5.00 pm Monday 7th Sept 2026

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

Cavan County Council:

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

The 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 Senior Executive Technician (Building & Civil Engineering) Grade.

Qualifications for the Post:**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. Citizenship:

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. Education, experience, etc;

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

1. have satisfactory experience, in a technician post at Grade I or higher level or in an analogous post under a local authority in the State.
2. have at least seven years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post.
3. have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and possess such training or experience as would enable them to take charge of such a section of the work.
4. have adequate experience in dealing with other departments within their own organisations and with other bodies.
5. have adequate experience in the direction, supervision, and control of staff and
6. Possess technical training and experience of a high standard and adequate administrative ability.

5. Hold a current full clean driving licence.

DETAILS AND PARTICULARS

Post:

The Senior Executive Technician (Building & Civil Engineering) will work under the control and supervision of the Senior Engineer or other designated officer.

Duties & Responsibilities

The Senior Executive Technician (Building & Civil Engineering) will be expected to:

1. Provide technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, creation of drawings and graphics, report writing and such other duties associated with a drawing office.
2. Operate the appropriate technology as required to carry out the work to which he/she has been assigned e.g. CAD, Graphics, Power Point.
3. Work as part of a team.
4. Liaise with other departments, members of the public and external agencies in relation to operational aspects of assigned work.
5. Function as a Team Leader, this includes prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion.
6. Prepare estimates.
7. Preparation of public consultation display material and assistance at public consultation.
8. Manage workflows and producing regular progress reports on all aspects of area of responsibility.
9. Supervise staff assigned to him/her.
10. Coach and mentor Technicians Grade I, grade II and Executive Technicians.

11. Contribute to individual staff development, personal development, and team development initiatives.
12. Be accountable for efficient and effective operation of his/her area of responsibility.
13. Undertake any course of training organised by the Council which he/she is designated to attend.
14. Such other duties as may be assigned from time to time.

The holder of the post will be required to have a good knowledge and awareness of Health & Safety Legislation Regulations, their implications for the organisation and the employee and their application in the workplace.

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.

Salary:

Remuneration will be at the Senior Executive Technician Scale of the national wage scales. The present minimum scale is €56,178 increasing to €67,663 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

Successful candidates will be subject to the Garda Vetting Procedures.

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.

Working Hours

The post entails a wide range of duties which require maximum flexibility and will be based on a 35-hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

Pension:

The Local Government Superannuation Scheme applies.

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.

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 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 the 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 Monday 7th Sept 2026**
- 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 Senior Executive Technician (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	• Knowledge and understanding of the structure and functions of local government. • Knowledge of current local government issues, priorities and concerns and the strategic direction of local government. • Understanding of the role Senior Executive Technician. • Understanding of health & safety • Relevant technical experience in building and or civil engineering/ construction projects. • Experience of compiling, preparing and presenting reports, presentations, correspondence etc. • Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.

	• Experience of working as part of a team • Strong Resource Management • Knowledge & experience of operating ICT Systems
Competencies:	
Management and Change	• Displays the ability to think and act strategically. • Develops and maintains positive, productive and beneficial working relationships. • Effectively manages the introduction of change, demonstrates flexibility and openness to change.
Delivering Results	• Contributes to the development of operational plans and leads the development of team plans. • Plans and prioritises work and resources effectively and establishes high quality service and customer care standards. • Makes timely, informed, and effective decisions and shows good judgement and balance in making decision or recommendations.
Performance Through People	• Engages colleagues to achieve quality results and to deliver on individual and team workplans. • Has highly effective verbal and written communication skills. • Demonstrates strong customer service such as engagement with elected members, general public and other stakeholders.
Personal Effectiveness	• Is self-motivated and maintains a positive constructive and enthusiastic attitude to their role • Manages time and workload effectively and operates in an environment with significant complexity and pace • Recognises the value of and requirement to communicate effectively.

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 Senior Executive Technician (Building & Civil Engineering) 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.