



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**General Operative
– Parks & Open Spaces**

Information for Candidates

December, 2019

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of General Operative in our Parks and Open Spaces section.

It is proposed to form a panel of qualified candidates from which any vacancies which arise will be filled during the lifetime of the panel.

The General Operative will report directly to the Parks Supervisor / Foreman, or other appropriate person as may be assigned from time to time by the Council.

2. Duties

The Council will assign duties to the successful candidate that are consistent with the agreed role description for this position. A non-exhaustive list of duties for this role is provided below:

Core duties:

Provide support to Parks Management/ Supervisory staff through;

- Carrying out open spaces maintenance work, for example, lawns, shrubs and flower beds and borders;
- Assisting with new open spaces e.g. landscaping works, new builds;
- Setting up and maintaining traffic management as required;
- Assisting in setting out;
- Operating tools, small plant & equipment / machinery;
- Ensuring that the Council's safety management systems are complied with;
- Compliance with all organizational policies, procedures and legislation.
- 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;
- Reporting to the Parks Supervisor/ Foreman on expenditure as required.
- The carrying out of the above duties (or similar) for other functional areas of the Council as and when these are assigned.

Please note that this list of duties is indicative rather than exhaustive.

3. Qualifications

(a) Character

Candidates shall be of good character.

(b) Health

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

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Advisor prior to appointment.

(c) Education, Experience

On the latest date for receipt of completed application forms, candidates shall:

- Hold a full, valid driving licence and have his/her own car;
- Hold a current Safe Pass card;
- Have a good knowledge and previous experience in open spaces maintenance work, e.g. lawns, shrubs and flower beds and borders;
- Have a good knowledge and previous experience in carrying out hard landscaping works which involve general construction skills e.g. paving, Kerbing, Fencing, etc.
- Have a good knowledge and previous experience in Safety, Health & Welfare at work;
- Have experience in dealing with the public.

(d) Desirable requirements

The following is desirable but not essential:

- A Horticultural qualification.
- A knowledge of IT.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *General Operative – Parks & Open Spaces*.

(b) Probation

Successful candidates shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current Weekly pay scale: €539.14 minimum to €615.24 maximum (National Payscale, as per circular EL 05/2019).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

(d) Base

The base for the post shall be as determined by the Council and will depend on the particular area to which the post holder is assigned.

(e) Residence

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

(f) Working Hours

The normal hours of work will be 39 hours per week. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- to possess a full current, valid category B Driving Licence;
- the successful candidate may be required to drive a vehicle supplied by Donegal County Council for use at times when carrying out duties assigned by the Council;
- alternatively the successful candidate may be required to drive their own vehicle for which they will be recompensed for any official journeys undertaken, in accordance with the current agreed travel rates.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format by email to vacancies@donegalcoco.ie or by post (see application form).
- Applications must be received by the deadline specified on the form.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.