



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

Roads Service Plant Operator

Information for Candidates

September, 2020

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Roads Service Plant Operator.

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 successful candidate shall report to the Roads Service Supervisor or other appropriate person as determined by the Council from time to time.

2. Duties

The Council will assign duties to the successful candidate that is consistent with the agreed role description for this position.

A non-exhaustive list of duties is provided below:

Core duties:

- Driving and operation of a range of vehicles, plant, machinery and equipment, such as lorries, pickups, tractors, excavators, diggers, dumpers, rollers, tar sprayers, spray bar, hedge cutting equipment, winter maintenance equipment and so forth;
- Ensuring that the vehicles, plant, machinery and equipment are maintained in good clean working condition, and that any defects are reported and remedied;
- Carrying out required Vehicle Safety Checks;
- Participation in the Council's Winter Maintenance Service;
- Ensuring current Safety Health and Welfare policies of the Council are applied;
- 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;
- Using new technology when required;
- Compliance with all organisational policies, procedures and legislation;
- The carrying out of the above duties (or similar) for other functional areas of the Council as and when these are assigned.

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 Doctor prior to appointment.

(c) Education, Experience

Candidates shall:-

- Have a good Standard of Education;
- Hold a full, valid Category C driving license (free from endorsement) and have his/her own car;
- Hold a current, valid Driver CPC qualification;
- Hold a current valid Safepass;
- Have a good knowledge and previous experience in;
 - Road Maintenance and Construction of Road Projects;
 - Driving, and operating specialist road making / other construction plant;
 - Dealing with general public;
 - Safety, Health & Welfare at Work, including maintaining H&S records;
 - Winter service works.
- Be able to demonstrate organisational and leadership skills and be capable of working on their own initiative.

(d) Desirable requirements

The following is desirable but not essential:-

- A basic knowledge of computers and associated software would be an advantage;
- Hold a full, valid Category CE driving license (free from endorsement);

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Roads Service Plant Operator*.

(b) 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.

(c) Remuneration

The current national weekly payscales are as follows:

Plant Operator A is €619.86 minimum to €641.01 maximum. (as per circular EL 05/2019).

Plant Operator B is €633.94 minimum to €653.45 maximum. (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. The Road Services Plant Operator will be required to enter into arrangements to work on an on-call rota basis and work out of hours including public holidays.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category C Driving Licence (free from endorsement);
- b. to hold a current, valid Driver CPC qualification;
- c. the successful candidate may be required to drive a vehicle supplied by Donegal County Council from time to time when carrying out duties assigned by the Council.

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
- Alternatively, the Application Form, when completed, can be returned by post to:
Human Resources Department
Donegal County Council
Three Rivers Centre
Lifford
Co. Donegal
- 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.