



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

Litter Warden

Information for Candidates

April, 2025

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Litter Warden.

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel.

The successful candidate shall report to the Litter Team Supervisor or such other person as may be assigned into a supervisory role for this post or such other appropriate person as determined by the Council from time to time.

2. Roles Duties & Responsibilities

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 is provided below:

1. To work as part of team with other staff, under the direction of the Litter Team Supervisor or such other person as may be assigned into a supervisory role for this post.
2. To patrol an area, as may be assigned by the Council.
3. To patrol other areas of County Donegal, as may be assigned by the Council, to assist other staff with their investigations and to cover absences / leave, as required.
4. To detect and investigate offences under the Litter Pollution Act, 1997 (and any Regulations made thereunder).
5. To carry out the duties assigned in relation to the enforcement of the Litter Pollution Act, 1997 (and any Regulations made thereunder) including:
 - a. issuing fixed-penalty fines;
 - b. issuing verbal warnings;
 - c. requesting that written warnings are to be issued through the Water & Environment Section;
 - d. completing and submitting weekly reports on the above duties to the Water & Environment Section;

- e. distributing information leaflets on Litter and Law to business/commercial premises (shops, hotels, restaurants, factories, pubs, etc.) and advising the owners/proprietors of their obligations under the Litter Pollution Act, 1997 and submitting reports on this activity to the Water & Environment Section.
6. To detect and investigate offences under the Waste Management Act, 1996 (and any Regulations made thereunder).
7. To investigate incidents of littering and illegal dumping, including:
- a. The examination of dumped materials to obtain evidence relating to the identity of the offender(s);
 - b. The completion of reports in relation to all site work including reports on incidents which will form the basis for the issue of fines and notices and/or prosecution in the Courts;
 - c. Producing photographic evidence relating to such incidents;
 - d. Appearing in Court as required to give evidence in relation to prosecutions for breaches of the Litter Pollution Act, 1997 and Waste Management Act, 1996 (and any Regulations made thereunder);
 - e. Collection of waste and litter in a vehicle supplied by the Council;
 - f. Emptying of litter bins.
8. Visiting primary and secondary schools within the area assigned and talk to the children about litter control and other associated anti-litter initiatives.
9. To advise persons/schools/businesses on the implications of the Litter Pollution Act, 1997 and the Waste Management Act, 1996.
10. To assist with the carrying out of the functions with regard to the National Litter Surveys.
11. To render to the Local Authority such services of an advisory, supervisory or executive nature as may be required by the Local Authority or Local Authorities under the Donegal County Council Chief Executive in the exercise of their powers, functions and duties.
12. To assist in the Clean Up of unauthorised waste disposal sites. This duty will include:
- a) Coordinating the activities of the cleanup crews;

b) Working with, and providing support to Community Groups/ Voluntary Groups in their cleanup activities;

c) Distribution of material.

13. To liaise with Community groups, Tidy Towns groups and others to support community clean-ups, litter collections and other activities.

14. To liaise with elected representatives to support the achievement of the objectives of the Corporate Plan.

15. To operate various ICT hardware and software systems that are deployed by the Council to allow for the recording, management and retrieval of information and records associated with the works of the Litter and Waste Enforcement Teams.

16. Provide assistance to other colleagues.

17. Carry out duties for the Coastal Officer in terms of dead and beached Sea Animals.

18. Enforce regulations governing the sale, marketing and distribution of coal.

19. Any other duties which may be assigned from time to time.

3. Qualifications & Requirement of the Post

(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 Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

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

1. Have a good Standard of education;

2. Have good report writing and record keeping skills;
3. Have excellent communications and interpersonal skills;
4. A good knowledge of computers and associated software;
5. Candidates should have an interest in environmental issues and demonstrate an ability to work on their own initiative.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of **Litter Warden** from which it will fill any vacancy that may arise.

(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 pay-scale is €734.34 minimum to €757.73 maximum after 11.5 years as per Circular EL 03/2025).

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 of the scale.

(d) Base

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

The role of Litter Warden may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(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 / Annual Leave

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.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Maximum 25 days for all applicants.

(g) Requirement to Drive

Candidates shall be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms; (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.

(i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

(j) Garda Vetting

Candidates for the post Litter Warden are subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

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 only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

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 - # LW 001

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 quoting the above reference number.

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.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie