



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

Assistant Engineer Temporary

Information for Candidates

February, 2022

1. The Position

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

The Council may have a requirement for Assistant Engineers across a range of disciplines. The Council's work covers Road Maintenance & Construction; Road Design; Water Services; Housing Construction and Design; Community and Planning.

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

The Assistant Engineer will report directly to the Senior Executive Engineer, or such person as may be assigned from time to time by Donegal County Council. The Assistant Engineer will work as part of a team within any one of the service areas outlined above.

Under the direction and supervision of the appropriate line manager, the post holder will provide engineering or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

2. Duties

Under the direction and supervision of the appropriate line manager, the position involves the provision of such engineering or ancillary services of an advisory, supervisory, or executive nature as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

Main duties would depend on the actual post, but in general terms they would include the following :

- To assess the nature, level and pattern of demand for the service in the area/function and to recommend the priorities to the relevant line manager;

- To implement the agreed strategies to meet and to expand or improve the range, quantity or quality of existing services and to recommend changes in strategies as required;
- To develop and maintain effective working relationships with external agencies and to ensure that, in accordance with policy and procedure, programmes of work are co-ordinated and implemented in full with the co-operation of all relevant parties;
- To achieve and maintain the productive collaboration between elected representatives and the executive realities of the service;
- To achieve and maintain similar collaboration with local development agencies in accordance with evolving policy on closer integration of local government and local development;
- To assist in identifying and agreeing work programmes, targets and deadlines and ensuring their subsequent implementation;
- When required to do so, to manage and supervise staff, as the position demands.
- To work as part of an effective, motivated and committed team and to maintain sound employee relations and morale in accordance with good employment practice and relevant legislation;
- To work within a cross-functional/multidisciplinary team in line with the executive structures of the Council;
- To implement the systems necessary to support the service;
- To undertake any other duties of a similar level and responsibilities that may be required from time to time.

3. Qualifications

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Assistant Engineer shall be as set out herunder.

(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 Adviser prior to appointment.

(c) Education, Experience

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

- (i) hold an honours degree (Level 8 in the National Framework of Qualifications) in engineering;
- (ii) have at least two years satisfactory relevant engineering experience;
and
- (iii) possess a high standard of technical training and expertise;

Note:

1. Candidates who are applicants for positions in Road Design roles are required to have at least one (1) year satisfactory experience of planning and design on major road projects.
2. Candidates must hold a current valid driving licence in respect of category B vehicles and must advise if this is not the case.
3. A satisfactory competence in the Irish language is a requirement for any vacancy within the Glenties Electoral Area.

(d) Desirable requirements:

It is desirable that candidates:

- have relevant experience in any engineering field including: Road Maintenance & Construction; Road Design; Water Services; Housing Construction and Design; Community and Planning;
- have excellent communication and interpersonal skills;
- be self-motivated and show initiative in a workplace environment;
- work well as part of a team;
- have sufficient knowledge and understanding of engineering works;
- have good judgement and problem solving skills;
- have excellent IT Skills;
- have good knowledge and awareness of Health & Safety Legislation and Regulations.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Assistant Engineer* from which temporary vacancies will be filled during the lifetime of the panel.

(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 annual pay-scale is minimum €40,422 to max LSI2 €63,365. (as per circular EL 01/2022).

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 and service to which the post holder is assigned.

The role of Assistant Engineer **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

The normal hours of work will be 37 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:

- 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.

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 only** 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 & Interview

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. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

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.

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 placed on a Panel 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 a panel for this position is formed. 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