



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

**Assistant Engineer**

**Information for Candidates**

**September, 2025**

## **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, Environment and Climate Change, Water Services, Planning, Transportation, Fire and Housing Directorates. Assistant Engineers may also be assigned to any of the five Municipal Districts in Donegal.

It is proposed to form a panel of qualified candidates from which all agreed 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:

- (a) (i) hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ) in Engineering)\*;  

**OR**

 (ii) hold an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ) and a post graduate masters degree (level 9 in the NFQ) in Engineering;  

**OR**

 (iii) hold a masters degree (level 9 on the National Framework of Qualifications) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;
- (b) Have at least two years satisfactory relevant engineering experience;
- (c) Possess a high standard of technical training and experience;
- (d) Have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge.

#### **Note 1:**

- A level 7 degree will be assessed on the basis that the period of study undertaken should be equivalent to at least 180 ECTS (European Credit Transfer Accumulation System) credits.
- The educational requirements outlined in the information booklet are for the post of Assistant Engineer and no assumption should be made regarding other promotional posts
- If a candidate fulfils the eligibility requirements for this post, it should not be taken as indicating that the candidates current qualification would be acceptable for more senior engineering posts (i.e. Senior Executive Engineer and above) which have different eligibility requirements.

**Note 2:**

- Candidates must hold a current valid driving licence in respect of category B vehicles and must advise if this is not the case.
- 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 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 €47,270 to max LSI2 €73,335. (as per circular EL 07/2025).

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 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 / Annual Leave**

The normal hours of work will be 35 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 30 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 of Assistant Engineer may be subject to Garda Vetting. Please note if required 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 **online 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 **online application form** will be considered when assessing a candidate's suitability for the post.
- 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 #AE001**

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](http://www.donegalcoco.ie)

### **\*Annex 1 –Criteria for determining equivalence**

When determining if a candidate's qualifications can be deemed equivalent to a Level 8 degree in Engineering, the following criteria will be considered:

- How has your degree been accredited by Engineers Ireland, or an equivalent accreditation body internationally? Degrees accredited at CEng or CEng with FL level by Engineers Ireland will be understood as a Level 8 Qualification. For International qualifications, consideration will be given to the NARIC Framework and Washington Accord, as appropriate.
- Is the degree at Level 8 on the NFQ scale? Where candidates have achieved their degree in other jurisdictions, the level of the qualification will be determined using the NARIC Ireland Foreign Qualification database.
- Does the degree contain the level and volume of Engineering modules as would be expected in a Level 8 degree in Engineering? At least 80% of the modules covered in the degree should be focussed on Engineering and the degree should be underpinned by mathematics and the core science subjects.