



**Comhairle Contae
Dhún na nGall**

Donegal County Council

Executive Engineer

Information for Candidates

October, 2025

1. The Position

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

The Council may have a requirement for Executive Engineers across a range of disciplines. The Council's work covers, Environment and Climate Change, Water Services, Planning, Transportation, Fire and Housing Directorates. Executive 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 any vacancies permanent or temporary which arise will be filled during the lifetime of the panel.

The Executive 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 Executive Engineer will be responsible for the management and delivery of annual work programmes within any one of the service areas outlined above.

A satisfactory competence in the Irish language is deemed desirable and beneficial in relation to any vacancy which may arise within the Glenties Municipal District. An assessment of this competence may be carried out as part of the recruitment and selection process.

2. Duties

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies for which the Chief Executive for the purpose of the City and County Management Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate officer in the provision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for the appropriate officer of higher rank during the absence of such officer of higher rank. Holders of the office may be assigned to work in all appropriate areas in the course of their employment.

3. Qualifications and requirements of the post

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

(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 five years satisfactory relevant engineering experience;
- (c) Possess a high standard of technical training and experience;
- (d) Possess a high standard of administrative experience
- (e) 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 Executive 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.

(d) Desirable requirements:

It is desirable that candidates:

- Have excellent planning and organisation skills, and possess the drive to lead/motivate a team of technical staff towards the delivery of designated goals and objectives;
- Possess strong ICT skills and have the ability to analyse and interrogate data readily. Have an ability to pinpoint the critical information and address issues logically;
- Have effective written and verbal communication skills, including experience in technical report writing;
- Have experience in liaising with external stakeholders, including an ability to work within multi-disciplinary teams;
- Be self-motivated with a record of demonstrating initiative in a workplace environment.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Executive 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 salary-scale is €59,658 minimum to max LSI2 €82,929. (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 of the 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 Executive 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 successful candidate's 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.

The Executive Engineer role may involve some work outside of normal business hours on occasion.

Annual leave allowance will be a 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 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.

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 #EE 002

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

***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.