



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: GRADUATE ENGINEER (MECHANICAL) (TEMPORARY) - DUBLIN CITY COUNCIL

POSITION No: 49/2022

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
FRIDAY, 24TH JUNE 2022**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **GRADUATE ENGINEER (MECHANICAL) (TEMPORARY FOR 2 YEARS)** MAY BE FILLED. APPOINTMENT WILL BE SUBJECT TO VERIFICATION OF QUALIFICATIONS.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council is the lead Authority in the Greater Dublin Area providing engineering and roads and traffic services. Since January 2014 the Council provides water services under a Service Level Agreement on behalf of Irish Water. The **Environment and Transportation Department** is responsible for the provision of a wide range of essential services in the City, including the development, maintenance and management of the City's road network for the benefit of pedestrians, cyclists, motorists and public service and commercial vehicles. The Department also oversees the operation of a fleet of over 1000 vehicles/plant assigned to eight separate user Divisions. The Environment and Transportation Department is currently pursuing the following strategies:

- providing alternatives to car commuting;
- developing, optimising and maintaining the City's road network;
- managing on-street parking;
- improving the City's environment.

THE JOB

Reporting to a Senior Executive Engineer or such designated person as may be assigned from time to time by the City Council, the **Graduate Engineer (Mechanical) (Temporary)** will work as part of a team within any of the work areas outlined below.

- **Water Services Division (Working on behalf of Irish Water under a Service Level Agreement)**
Everyday the Water Services Division collect, treat, store and deliver an average of 375 million litres of drinking water to quality standards compliant with National and EU requirements. This represents approximately 70% of the daily needs of the Dublin Region's 1.3 million customers with the balance being provided by Fingal County Council. Water is collected from the Dublin and Wicklow Mountains for treatment at the City Council's 3 Water treatment plants at Ballymore Eustace, Roundwood and

Ballyboden. It is then distributed to customers via a network of service reservoirs and the 2,700 km of watermains for which Dublin City Council is responsible.

- **Drainage Division**

The Drainage Division is responsible for the collection, treatment and disposal of up to 2 million cubic metres of wastewater and storm-water per day. The Division's responsibility in the area of Wastewater Services is carried out on behalf of Irish Water under a Service Level Agreement.

- **Waste Management Services Division**

Waste Management Services is responsible for street cleaning services and the control of litter and the provision/management of recycling services and facilities. It is also responsible for the implementation of those elements of the regional Waste Management Plan that relate to the city, the enforcement of waste management legislation and the provision of major waste infrastructure projects. The Division also implements and enforces the Transfrontier Shipment of Waste Regulations on a national basis.

- **Fleet Management Services**

Fleet Management Services is responsible for ensuring that efficient and cost effective fleet management arrangements are in place, which satisfies the operational requirements of Dublin City Council. The unit develops policies and procedures in relation to the vehicle fleet and reports on the performance of the fleet to management and local users. It is also responsible for ensuring best practice procedures are adopted in relation to procurement, contract administration, maintenance, garaging, fuelling, statutory requirements and day-to-day management of all fleets.

- **Surface Water and Flood Management Division**

This Division is responsible for the road drainage maintenance programme and for river screen installation and maintenance. The Division works in partnership with the Office of Public Works on delivering structural flood defence and relief schemes and on the Eastern CFRAM (Catchment Flood Risk Assessment and Management) Study. It also undertakes non-structural measures including forecasting and warning of impending floods, flood emergency response planning, providing advice on the City Development Plan and Local Area Plans to ensure future developments do not increase flood risk, promoting awareness of flood risks among the public and businesses and advising on community self help programmes.

- **Roadworks Control Unit**

This unit has responsibility for the implementation of the Roadworks Control Directives, which set out the procedures/guidelines in relation to the control and management of all roadworks in the City with a view to minimising their impact on traffic flow, maintaining public safety, protecting residential amenity and preserving the integrity of the road network.

- **Road Construction Services**

Road Construction Services manages (a) the civil engineering works which are the responsibility of Dublin City Council and (b) road and street improvement schemes.

- **Road Design Services**

Road Design Services has responsibility for the design of road improvement schemes, the design of village and environmental enhancement schemes and management of the City Council's stock of 147 bridges which includes inspections, major and minor refurbishment and the construction of new bridges.

- **Road Maintenance Services**

Roads Maintenance Services is responsible for the physical upkeep of 1,200km of roads and streets throughout the City together with the associated pavement and pedestrianised areas.

- **Public Lighting and Electrical Services Division**

This Division is responsible for the planning, design, installation and maintenance of all public lighting in the City. This involves some 45,000 units providing circa 1,200 kms of linear roadway lighting.

Management of the service extends from the design of contemporary and innovative lighting systems through to the restoration of Dublin's unique stock of heritage columns and fittings. The Division also maintains, designs and installs electrical services in the City Council's properties including domestic tenancies, engineering services plant (water and drainage), Civic Offices, municipal buildings, community facilities and work depots. It also manages contracts for the installation and maintenance of lifts, fire alarms, CCTV security systems, intruder alarms and other specialist wired systems throughout the City Council.

- **Cycling Facilities**

A new Cycle Forum has been established to promote cycling as a sustainable transport mode and an action plan has been adopted setting specific targets.

- **Traffic Management Services**

Traffic Management Services has prime responsibility for traffic management in the City. Functions include traffic calming, improved pedestrian facilities, taxi rank locations, accident prevention and management of on-street parking.

- **Roads and Traffic Planning**

Roads and Traffic Planning Services deal with the transportation aspects of all major planning applications and also has responsibility for strategic traffic planning.

Graduate Engineers (Mechanical) (Temporary) also work as part of teams within the **Housing and Community Services Department**. The Housing and Community Services Department is responsible for a housing stock of 26,000 units. The Housing Maintenance Section manages major upgrade works in flat complexes, Senior Citizen Complexes, apartment complexes and housing estates, including infrastructural and energy efficiency upgrades. The section also provides general maintenance, estate management and support services and is also responsible for the heating and ventilation to the City Council's main buildings, depots and housing stock which are maintained by Engineers.

Graduate Engineers (Mechanical) may also assist and design structures under the **City Architect, City Architect's Division, Housing and Community Services Division**. The City Architect's Division provides architectural, urban design and conservation services on a cross-departmental basis. The Division also provides strategic architectural advice in relation to the Council's vision for the future of Dublin and a range of architectural services in relation to the various capital and revenue works programmes.

Ancillary Services - Emergency Planning. The Major Emergency Plan for the City is managed by Dublin Fire Brigade, Housing and Community Services Department. This plan requires, co-ordinating with other authorities, organising, training and exercises and maintaining resource data bases.

THE IDEAL CANDIDATE SHALL

- Possess good professional knowledge and skills;
- Have the ability to work on their own initiative, in an independent environment and without constant supervision;
- Be able to work independently or within multi-disciplined teams;
- Possess good interpersonal and communication skills and have the ability to engage with a wide range of people;
- Possess good organisational skills;
- Possess good IT skills.

Dublin City Council believes that helping staff to acquire new skills and abilities through Continuous Professional Development (CPD) will increase their personal capabilities and their career satisfaction. The benefits, both for individuals and for the organisation itself, are recognisable and desirable in achieving the Corporate Mission which is to drive the sustainable development of the City through strong civic leadership and delivery of effective services that promote the well-being and quality of life of citizens and communities.

CPD is the process of in-house training and external education which can bring this about. Dublin City Council has agreed to engage with this concept and has signed on to the Engineers Ireland CPD initiative for technical staff.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

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

- (a) hold an honours degree (level 8 or higher in the National Framework of Qualifications) in Engineering.

PLEASE NOTE CANDIDATES WILL BE REQUIRED TO PRODUCE EVIDENCE OF QUALIFICATION PRIOR TO TAKING UP APPOINTMENT.

DUTIES

The duties of the **Graduate Engineer (Mechanical) (Temporary)** shall include:

- (i) working as part of a team developing the implementation of mechanical engineering and multi-disciplinary programmes in the areas of roads and associated structures, traffic, water, wastewater, solid waste, housing, waste management and other ancillary services etc.;
- (ii) the implementation of projects in areas such as water, wastewater, solid waste, roads, traffic, housing, waste management and other ancillary services etc.;
- (iii) the supervision and contract administration of construction / operations / maintenance works;
- (iv) the preparation and monitoring of programmes and budgets to ensure that works are implemented on time and on budget;
- (v) preparation of reports as required;
- (vi) complying with Health and Safety Legislation, Procedures and Procurement Rules;
- (vii) evaluation / assessment of works completed in-house and/or by contractors and maintaining cost / quality control;
- (viii) carrying out administration work (such as processing invoices) and reports as required;

- (ix) updating inventory and making returns to relevant bodies such as Un-metered Registrar (UMR) etc.;
- (x) maintaining good records and computerised records of all jobs;
- (xi) attending and giving training as required from time to time;
- (xii) attending and/or directing meetings in the office or on site.

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

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Graduate Engineer (Mechanical) (Temporary)** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and/or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies, detailed on page 8;

- Interpersonal Understanding/Communications
- Planning & Organising
- Technical Knowledge & Experience

SALARY

The salary scale for the position of **Graduate Engineer (Mechanical) (Temporary)** is: -

€33,029; €35,677; €39,466; €42,920.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is temporary, whole time and pensionable. **The successful candidate will, be employed, subject to satisfactory service, on a fixed term contract basis for a period of two years.**
The nature of this employment is fixed term in line with sanction received from the Department of Housing, Local Government and Heritage. A contract will therefore be issued on such objective grounds.
- (b) The holder of the post will be assigned to the Environment & Transportation Department or Housing & Community Services Department, Dublin City Council.
- (c) Dublin City Council reserves the right to, at any time, assign an employee to any premises in use by the City Council, now or in the future.
- (d) The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting'.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday, 24th June 2022.

COMPETENCY FRAMEWORK

The key competencies for the Graduate Engineer role are as follows;

Interpersonal Understanding/ Communications	<p>Ability to develop and maintain good working relationships across all levels, e.g., professionals, contractors, public, and others, both senior and junior.</p> <p>Good communicator with the ability to give and receive information accurately and clearly.</p> <p>Ability to work as part of a team and a willingness to co-operate with others.</p>
Planning & Organising	<p>Ability to plan, organise and schedule work/tasks to ensure that they are completed on time and to specification.</p> <p>Ability to organise all resources to meet the demands of the job.</p> <p>Evidence of a methodical and organised approach to his/her work.</p> <p>Ability to prioritise tasks and manage time effectively to achieve goals.</p>
Technical Knowledge & Experience	<p>Technical knowledge and technical training.</p> <p>Relevant experience.</p> <p>Understanding of what the role of Graduate Engineer in Dublin City Council involves.</p> <p>Knowledge of current Health & Safety Regulations and their application in the workplace.</p>