



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

## NAME OF POSITION: ELECTRICIAN – DUBLIN CITY COUNCIL

POSITION No: 50/2024

### INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT,  
FRIDAY 14<sup>TH</sup> JUNE 2024**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR ELECTRICIAN – DUBLIN CITY COUNCIL MAY BE FILLED.

**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](http://www.dublincity.ie)

### BACKGROUND

**Public Lighting & Electrical Services is a Division within the Environment & Transportation Department.** 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 1,200kms 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 Public Lighting and Electrical Services Division also maintains, designs and installs electrical services in City Council 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 and other specialist wired systems throughout the City Council.

**Housing Maintenance** manages a stock of the over 26,000 homes. It plays a critical role in improving the quality of life of Dublin City Council's tenants by carrying out repairs, improving the condition of properties and refurbishing vacant units

### THE JOB

Reporting to the Foreman Electrician, or such person as may be assigned from time to time by the City Council, the **Electrician** will work as part of a team within the Public Lighting & Electrical Services Division, Environment & Transportation Department, or they may also be assigned to another City Council Department to undertake relevant work. The Public Lighting & Electrical Services Division operates a mobility policy whereby staff are rotated to ensure they receive a rounded experience in all activities provided by the section.

### THE IDEAL CANDIDATE SHALL

- possess good communication skills;
- be capable of keeping written reports as required and of writing clear and concise reports;
- have the ability to organize work and work schedules in an efficient manner;

- be capable of working well as part of a team as well as the ability to work on own initiative, in an independent environment and without constant supervision;
- possess good customer care skills.

**On the date of appointment persons must possess a full driving licence (Category A1, A and/or B) as they may be required to drive in the course of their duties.**

## **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 applications: -

- (a) have attained such standard of education as would enable the candidate to carry out efficiently the duties and functions of the job *and* have served a recognised apprenticeship in their electrical trade (QQI Level 6 Advanced Certificate Craft – Electrical, or equivalent);
- (b) have adequate experience of electrical works in public lighting or in housing/commercial installations;
- (c) have ability to follow technical drawings and plans;
- (d) have good knowledge and awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace;
- (e) have a good knowledge and understanding of the National Rules for Electrical Installations IS10101;

### **DUTIES:**

**The duties of the post include, but are not limited to, the following: -**

- (i) carrying out electrical works as instructed by the Foreman Electrician, or such person as may be assigned from time to time by the City Council, this may include any section within the Public Lighting and Electrical Services Division;
- (ii) carrying out emergency call-out duties after normal working hours if requested by Dublin City Council which this may include bank holidays and weekends;
- (iii) accepting responsibility, under the supervision and direction of the Foreman Electrician, for electrical works carried out;
- (iv) submitting reports, written or verbal, as and when instructed by their supervisor/manager;
- (v) undertaking any course or training organised by the City Council which they are designated to attend;

- (vi) carrying out such other duties relevant to the post as may arise occasionally in accordance with the established customs and practices, including acting when called up to do so in a capacity higher than their substantive grade;
- (vii) being capable of working independently and on own initiative as required;
- (viii) Such other duties as may be assigned from time to time;

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

#### **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 management, administrative, 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 **Electrician** 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, and assessment question (if any) 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;

- Knowledge & Experience
- Planning & Organising
- Interpersonal Understanding/Communications
- Decision Making & Judgement

Please see page 6 of the Candidate Information Booklet for further Information

## SALARY

The fortnightly salary scale for the position of **Electrician** is: -

€1,504.74; €1,548.82; €1,654.74; €1,665.70; €1,676.48; €1,687.38; €1,698.26; €1,709.12; €1,720.00; €1,730.90; €1,741.70.

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 local authority 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.

A travel allowance of a minimum of one hours pay per day is also part of the remuneration offering. Shift allowances and/or overtime may also be applicable to the role depended on the area where the successful candidate is assigned.

**All applicants must refer to the Additional Candidate Information Booklet which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.**

## PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## 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.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

## **CLOSING DATE**

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

**For any queries please contact [hrqueries@dublincity.ie](mailto:hrqueries@dublincity.ie)**

**Applications must be submitted before Midnight, on Friday 14<sup>th</sup> June, 2024**

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**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

**Dated this \_\_\_\_\_ 2024**

**This document is also available in Large Print, High Contrast Print and Braille on request.**

## INFORMATION SHEET – COMPETENCY FRAMEWORK

A new competency framework has been developed for the position of **Electrician**.  
The key competencies for the role are as follows;

Competency	Behaviours
<b>Knowledge &amp; Experience</b>	<p>Knowledge and experience of works associated within the Public Lighting and Electrical Services Section, and the practices and procedures associated with the installation and maintenance of Public Lighting/Electrical service, and the materials/equipment/ plant used.</p> <p>Knowledge of current Health &amp; Safety Regulations and their application in the workplace.</p> <p>Experience and aptitude in the use of computers and a willingness to learn new I.T. systems.</p> <p>Knowledge and experience of stock and plant control, record keeping and job scheduling.</p> <p>Level of interest / enthusiasm for the position.</p>
<b>Planning &amp; Organising</b>	<p>Ability to plan, organise and schedule work/tasks to ensure they are completed on time and to specification.</p> <p>Ability to work on own initiative and unsupervised.</p>
<b>Interpersonal Understanding/Communication</b>	<p>Good communicator with the ability to develop and maintain good working relationships across all levels, both senior and junior.</p> <p>Ability to give and receive information accurately and clearly and ability to take instruction.</p> <p>Ability to work as part of a team.</p>
<b>Decision Making &amp; Judgement</b>	<p>Carefully assesses the risks involved when taking on difficult tasks, (including safety implications), and the possible consequences of actions.</p> <p>Knows limitations and consults the 'experts' for advice when needed.</p>