



NAME OF POSITION: RESIDENT ENGINEER (TEMPORARY)

POSITION No: 70/2024

CLOSING DATE: MIDNIGHT ON
TUESDAY 10TH SEPTEMBER 2024

INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR RESIDENT ENGINEER (TEMPORARY) 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

BACKGROUND

Dublin City Council is at the heart of everything that happens in the city. We have a long and proud tradition of servicing the public and leading the direction, growth and development of the City. We keep the city moving, through our traffic management and public realm maintenance and enhancement services, growing, through our forward planning and development management services, working, through our economic development and local enterprise services and living, through our housing, social inclusion and community development services.

Dublin City Council has also developed a world-leading Smart City programme. It drives forward the use of new technologies to improve our city's operations, improving efficiencies, reducing costs, driving economic growth and future proofing our communities

Dublin City Council is responsible for a substantial and unprecedented programme of works in which a number of Major Infrastructure Projects, including Public Realm, Flood Protection Works, Pedestrian and Cycle ways and Active Travel Projects across various parts of Dublin City will be carried out over the coming years.

THE JOB

Reporting to the Senior Resident Engineer or any other such designated person, the **Resident Engineer** will be responsible for the on-site supervision of the assigned project, ensuring that the contractor carries out all their obligations under contract and that all the work adheres to all drawings, specifications, codes, test and inspections as set on in the contract documents in accordance with legislation.

The post holder will communicate purposefully with the contractor and other stakeholders and monitor the work on site with regard to Health & Safety Legislation to ensure that the employers/clients responsibilities are discharged.

The successful candidate may be assigned to a project that involves multiple work sites throughout the City which will require the co-ordination and involvement of the **Resident Engineer** in all the activities of the contractor, sub-contractors, design team, City Council departments, work crews and a range of third parties.

A portion of the duties of this role may involve night-time and weekend works and attendance on site during these hours. The post holder must reside within reasonable distance of the project site.

THE IDEAL CANDIDATE SHALL

- have experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the PSCS,PSDP, Designer and Contractor are implemented across the project;
- have been responsible for the construction or site supervision of a key infrastructure project in an urban environment, including drainage & flood defence/city transport/road/public realm;
- have experience of contract management and an understanding of the authority and responsibility of the role of Employer's Representative as defined in the contract;
- hold a valid CSCS ticket in Signing, Lighting and Guarding at Roadworks;
- have Experience of the Capital Works Management Framework;
- have experience of Project Management & Cost Management procedures and managing financial resources within a budgetary control framework;
- have detailed knowledge of the Traffic Signs Manual, especially Chapter 8 and experience in dealing with traffic in an urban environment;
- have knowledge and experience of all Health, Safety and Welfare at Work legislation & regulations pertaining to the contract;
- have experience of successfully completing substantial civil engineering contracts, ideally where works were undertaken by a local authority, in an urban environment;
- be a Chartered Engineer or a Chartered member of a relevant professional body;
- have experience of dealing with a wide variety of stakeholders, especially in an urban environment;
- have excellent interpersonal communication skills and have the ability to liaise with official bodies and members of the media and public in communicating effectively;
- have the ability to work within and, where necessary, lead, multi-disciplined teams and have the ability to motivate, empower and encourage personnel under their control to achieve successful management of the project;
- demonstrate partnership between, and effective communication with, Client/Consultant/Contractor in progressing a scheme to a successful conclusion;

- have excellent IT and admin skills.

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 in the National Framework of Qualifications) in civil engineering or equivalent professional qualification;
- (b) have at least five years post graduate experience in the construction of civil engineering projects;
- (c) be capable of dealing efficiently with the range of engineering work undertaken by a local authority;
- (d) possess a high standard of technical training and experience and of administrative experience;
- (e) have satisfactory experience in the management of staff;
- (f) have an excellent knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- (g) have an excellent understanding of the role and duties of managers in safety management in the workplace.

DUTIES

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

- i) carry out or assist with contract administration and document control;
- ii) carry out site visits and inspections to ensure works compliance to the contract drawings and specification;
- iii) log defects and remediation and carry out any other administration and engineering function of the role;
- iv) working as part of a team to deliver project on time and within budget;
- v) issue change orders as required and make determinations on claims;
- vi) review any contractor's value engineering proposals and ensure that quality assurance procedures are complied with and certify tests and inspections;
- vii) liaise and co-operate with other Council Departments/ Clients/Consultants/Contractor and all other stakeholders;

- viii) ensure that records are kept of any information relating to delays, industrial disputes, adverse conditions or disputes with contractors/landowners;
- ix) monitor site compliance with all relevant Health and Safety Legislation;
- x) ensure that all correct bonds, indemnities and insurances are in place;
- xi) attend or when necessary, schedule and minute regular progress meetings;
- xii) compile and/or review Progress Reports and make accurate site records of all works to ensure that they comply with the contract specifications and drawings, record any variations;
- xiii) manage and supervise any staff under the projects remit;

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 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 them 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 **Resident Engineer (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 and assessment question 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 possesses 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, Planning, Community and Local Government 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;

- **Strategic Management & Change**
- **Delivering Results**
- **Performance Through People**
- **Personal Effectiveness**
- **Knowledge, Skills & Experience**

Please see pages 8 & 9 of the Candidate Information Booklet for more details.

SALARY:

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

The salary for the position of Resident Engineer (Temporary) ranges between €72,892 and €81,794, plus an annual site allowance ranging between €3,900 and €7,800. The salary and site allowance given will be determined in accordance with Circulars issued by the Department Housing, Local Government and Heritage.

The salary and site allowance are designed as an overall package to cover the working, where necessary, of contractors hours, including night time and weekends. The Resident Engineer (Temporary) will also be expected to co-ordinate the main portion of their holidays with those of the contractors.

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

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**

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> 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 associated with a specific project, which is time limited. 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, 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.**

CITIZENSHIP

Candidates must, by the date of application be;

- 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.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

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 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.

APPLICATION PROCESS

All applications must be made through Dublin City Council’s official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions, are completed.

CLOSING DATE

Applications must be submitted before midnight Tuesday 10th September 2024

**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 competency framework has been developed for the position of **Resident Engineer (Temporary)**.
The key competencies for the role are as follows;

Management & Change	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.</p>

<p>Performance Through People</p>	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance 'including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved</p>
<p>Knowledge, Skills & Experience</p>	<p>Knowledge of Local Government Sector.</p> <p>Understands key challenges facing the local authority sector and Dublin City Council.</p> <p>Understands the role of Resident Engineer.</p> <p>Range & depth of experience relevant to post.</p> <p>Understanding of local government legislation, local government policy.</p> <p>Specialist Knowledge, Expertise in previous & current working environment.</p> <p>A clear understanding of Health and Safety Policy and Procedures.</p>