



NAME OF POSITION: ASSISTANT ENGINEER

POSITION No: 89/2024

INFORMATION BOOKLET

CLOSING DATE: ROLLING RECRUITMENT 2025

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

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. 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.

Many of the services including water, drainage, fire and emergency ambulance, are provided on a regional basis for the Greater Dublin Area. For further information on Dublin City Council please log onto www.dublincity.ie

Working on some of the Irelands largest and exciting operations and capital projects. Dublin City Council believes that supporting 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.

In 2006 Dublin City Council were first awarded the coveted Engineers Ireland Continuous Professional Development (CPD) Accredited Employer, independently verifying our CPD learning and development initiatives for Engineers and Technicians, currently numbering almost 300.

BACKGROUND:

The **Environment & Transportation Department** is responsible for the provision of a wide range of essential services in the city. Divisions in the Environment & Transportation Department include:

- **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.
- **Active Travel Programme Office**
The Active Travel Programme Office (AcTPrO) was set up in February 2022 and the team continues to grow. AcTPrO published the Dublin City Active Travel Network in October 2022, a network that will ensure that 95% of us will be within 400m of a connected 310km network. AcTPrO is

responsible for the delivery of 210km of this network, through an agreed portfolio of projects funded by the National Transport Authority (NTA), the NTA's Bus & Bike Connects programme making up the difference.

The rapid expansion of enhanced walking and cycling facilities remains key to shaping the network. This will be achieved by building a network of protected cycling facilities and improvements to pedestrian facilities. This approach is fully aligned with national policy for meeting our Climate Action targets for 2030.

- **Fleet Management Services**

Fleet Management Services is responsible for ensuring that efficient and cost effective fleet management arrangements are in place, which satisfy 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, Flood Management Services and River Basin Management**

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 Plan). 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. Implementing the requirements of the Water Framework Directive to ensure good water quality status of the City's rivers, tidal areas and ground water.

- **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 1,200kms 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 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.

- **Water Services Division (Working on behalf of Irish Water under a Service Level Agreement)**

Every day 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 2,700km 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.**

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.

National Building Control and Market Surveillance Office (NBC & MSO)

The National Building Control and Market Surveillance Office (NBC&MSO) is managed as a separate Business Unit on behalf of the 31 Building Control Authorities by Dublin City Council. The purpose of the NBC&MSO is to provide oversight, support and direction for the development, standardisation and implementation of the Building Regulations and Market Surveillance of Construction Products Regulations as an effective, shared service in the 31 Building Control Authorities; through Training, Inspections, Compliance & Support; IS-BCMS (www.nbco.localgov.ie). Collaboration is through an Advisory Committee and three regional Building Control Committees. The overall vision is to promote a Culture of Compliance with the Building and Construction Products Regulations among owners, builders, designers, and certifiers to ensure a good, compliant building stock.

For detailed information about the essential services provided by the above divisions please go to <http://www.dublincity.ie/main-menu-services/water-waste-and-environment>
<http://www.dublincity.ie/main-menu-services/roads-and-traffic>
<http://www.dublincity.ie/main-menu-services/housing>

THE JOB:

Assistant Engineers are appointed to a wide variety of roles across the City Council. Reporting to the Executive Engineer, or such person as may be assigned from time to time, the Assistant Engineer will work as part of a team within any one of the work areas outlined above.

THE IDEAL CANDIDATE SHALL:

- have satisfactory experience of working in engineering and have the ability to motivate and encourage personnel to achieve maximum performance;
- have strong interpersonal and communication skills;
- be an innovator and willing to use their own initiative;
- possess strong organisation and IT skills including MS Office, AutoCAD or similar programmes;
- have experience working on design, supervision, document/record management or working in a project management role;
- desirable to have experience in Tender preparation;
- desirable to have experience in design and construction skills;
- have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the City Council operates and adhere to corporate policies, protocols and procedures;
- 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;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have the ability to manage financial resources within a budgetary control framework.

On the date of appointment, the successful candidate must possess a current unendorsed 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) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) have at least two years satisfactory relevant engineering experience;

- (c) possess a high standard of technical training and experience.

DUTIES:

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

- (i) the implementation of engineering programmes in the areas of roads and associated structures, traffic, water, wastewater, solid waste, housing, waste management, building control and other ancillary services etc.;
- (ii) the implementation of projects in areas such as those detailed above;
- (iii) the supervision and contract administration of construction/ operations/ maintenance works;
- (iv) preparing budgets and ensuring that works are implemented within allocated budgets;
- (v) ensuring that staff are trained and operate within the relevant skill sets;
- (vi) maintain and proactively develop a culture of Health & Safety in the workplace;
- (vii) ensure compliance with Health & Safety Legislation and Regulations, and Dublin City Council's Corporate Health & Safety systems;
- (viii) ensuring works are implemented in compliance with all relevant legislation and regulations concerning procurement, planning, etc.;
- (ix) ensuring an efficient and effective response to all stakeholders;
- (x) 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 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 **Assistant Engineer** 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 questions 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;

- **Delivering Results**
- **Performance Management**
- **Communicating Effectively/Interpersonal Skills**
- **Personal Effectiveness**
- **Local Authority Knowledge & Experience**

Please see page 9 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Assistant Engineer** is:

€45,802; €48,444; €50,384; €52,367; €54,397; €56,461; €58,544; €60,627; €62,710; €64,796; €66,894 (Maximum); €69,038 (1st LSI) (after 3 years satisfactory service on the Maximum); €71,185 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

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.

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 <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.

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 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.

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 question/s, are completed. For any queries please contact hrqueries@dublincity.ie

CLOSING DATE

Please note there is no closing date stated for this campaign, however, the competition may close at short notice, dependent on the number of applications received. If you are interested in applying for this role in Dublin City Council, it is advised you submit your application as soon as possible.

Senior Executive Officer
HUMAN RESOURCES DEPARTMENT

Dated this _____ 2024

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

COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Assistant Engineer**.
The key competencies for the role are as follows:

Competency	Examples of Behaviours
Delivering Results	<p>Translates the business or team plan into clear priorities and actions for their area of responsibility.</p> <p>Plans work and allocation of staff and other resources effectively.</p> <p>Implements high quality service and customer care standards.</p> <p>Makes decisions in a timely and well informed manner.</p>
Performance Management	<p>Leads and develop the team to achieve corporate objectives.</p> <p>Effectively manages performance.</p>
Communicating Effectively/Interpersonal Skills	<p>Has effective written and verbal skills.</p> <p>Demonstrates good interpersonal skills.</p> <p>Ability to establish the necessary communication processes to develop team spirit, trust and motivation.</p>
Personal Effectiveness	<p>Takes initiative and is open to taking on new challenges or responsibilities.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive and constructive and enthusiastic attitude to their role.</p>
Local Authority Knowledge & Experience	<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 the Assistant Engineer.</p>