



NAME OF POSITION: BUILDING INSPECTOR/CLERK OF WORKS, DUBLIN CITY COUNCIL

POSITION No: 62/2025

**CLOSING DATE: MIDNIGHT ON
FRIDAY, 1ST AUGUST 2025**

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 BUILDING INSPECTOR/ CLERK OF WORKS 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 900 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Economic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council has several roles in guiding and protecting the architecture of the city. The Council is the owner or developer of a significant stock of housing, civic and community buildings. It is the prime custodian of the city's public realm and its co-ordinates and permits development by others.

THE JOB

The Building Inspector/Clerk of Works will be assigned primarily to the following Departments however, assignments may be made to any relevant area of the Council as required.

Housing Department

- City Architects
- Housing Delivery
- Housing Operations

Planning, Property and Economic Development Department

- Property Management; Acquisitions and Disposals
- Derelict Sites

The post of Building Inspector/Clerk of Works is vital for the necessary oversight required to ensure that construction works are carried out in accordance with Dublin City Council specifications, the Building Regulations, all relevant construction standards, codes of practice, etc., and in accordance with all manufacturers' requirements and recommendations. The Building Inspector/Clerk of Works ensures that construction is carried out with "Best Practice" standards. The post holder will provide site information to the Assigned Certifier and the Employers Representative to supplement the collection of relevant information and evidence in relation to compliance with the *Building Control (Amendment) Regulations*.

The Building Inspector/Clerk of Works will also be required to carry out property inspections, provide detailed technical reports, Schedules of Dilapidations, etc., as well as assisting in the oversight of maintenance and refurbishment of housing, flat complexes, community buildings and civic buildings etc. Property inspections will include all properties that are owned by the City Council and leased/licenced to third parties.

THE IDEAL CANDIDATE SHALL

- possess excellent interpersonal and communication skills and have the ability to engage with employees at all levels, contractors, professional consultants, commercial entities, community and cultural groups, members of the public etc.;
- have a high degree of personal judgment and technical skills;
- have significant site-based inspection/supervisory experience of multi-unit construction work;
- have the ability to work effectively as part of a team as well as on own initiative, in an independent environment and without constant supervision;
- have an ability to represent Dublin City Council in court and at external meetings when requested;
- have an in-depth knowledge and understanding of the Irish Building Regulations, current building construction generally, including mechanical, electrical ventilation, water drainage and other services installations;
- have extensive first-hand knowledge of the management and oversight of construction projects, of different methods of construction and of general building construction practice;
- have the ability to identify any variations and maintain accurate detailed records of works in progress;
- have a good knowledge and awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, their application in the workplace, and their application to construction sites in particular;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have the ability to carry out property inspections as requested on various types of buildings/properties.

On the date of appointment, the successful candidate must possess a current unendorsed full driving licence (Category A1, A and/or B) as they will 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 -

- (i) (a) hold a degree in Engineering or Architecture **or**
- (b) hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council; **or**
- (c) in the case of an office involving building construction work - as an alternative to the qualification at (a) - be a member of the Institute of Clerk of Works in Ireland or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;
- (ii) have an adequate knowledge of civil engineering works or of building construction;
- (iii) be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;
- (iv) have a satisfactory knowledge of the surveying, levelling and setting out of works.

EXPERIENCE

Each candidate must satisfy the local authority that they have had adequate experience of a type which would render them suitable to perform satisfactorily the duties of the office for which they are a candidate.

Desirable

- to hold an NFQ/QQI minimum level 7 award in a relevant discipline such as Construction Technology, Construction Management, Building Surveying, Architecture/Architectural Technology, Engineering or similar;
- to hold membership of the Institute of Clerk of Works in Ireland, the ICWCI (The Institute of Clerks of Works and Construction Inspectorate of GB Inc. or other relevant professional institute);
- have a minimum of three years post qualification experience in Construction Supervision, Construction Management, Building Inspecting, Building Surveying, Building Design and Specification, Engineering or similar;
- be fully conversant with the format, operation and implementation of current Building Regulations and associated Technical Guidance Document and Building Control Regulations.

DUTIES

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

- carrying out detailed technical site inspections as directed, including timely preparation of detailed technical reports and recommendations (as required);

- monitoring of on-site construction, photographic recording, materials quality and standard; building materials testing and certificate verification; ensuring compliance with contract drawings and specification, measuring and recording all contract variations and carrying out level surveys on site;
- issuing daily/ weekly Site Inspection reports for each project during construction in a timely manner to the Employers Representative and the Dublin City Council project technical team;
- identifying and recording construction defects in a timely manner to the Design Team, Employers Representatives and the Assigned Certifier;
- monitoring and assessment of contract programme, liaising with the Employers Representative, Project Architect and Engineers;
- monitoring and recording compliance with Health and Safety regulations and awareness of on-site safety and participation at and reporting to site meetings;
- carrying out inspections of building work to ensure all work is in compliance with Architects drawings, current Building Regulations and other relevant requirements e.g. occupational therapist reports where appropriate;
- carrying out inspections of properties partially funded through the Home Grants section to verify construction quality on behalf of the City Council;
- carrying out detailed technical property inspections as directed, including timely preparation of detailed technical reports and recommendations (as required) of properties that are owned by the City Council and leased/licenced to third parties;
- assist in overseeing and managing any services procured following inspections e.g. Fire Consultants PSDP etc. to ensure that requirements are met in relation to works carried out at City Council properties which are leased/licenced;
- reporting on the condition of structures, including structures that are protected, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for human habitation, and in accordance with the Building Regulations, put them into good repair and outline budget estimates;
- carry out condition surveys of buildings that are being acquired by the City Council and provide detailed reports;
- ascertaining the names and addresses of owners, agents or occupiers of structures / buildings and taking appropriate action including the preparation and service of notices and requisitions where necessary;
- supervising as directed works of repair, construction, securing or demolition;
- carrying out such duties as may be necessary in connection with legal proceedings including attending court and giving evidence;
- keeping accurate electronic and written records of inspections, notices, Court Orders, etc.;
- to carry out 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 **Building Inspector/ Clerk of Works** 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 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.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form**,

in conjunction with the answers given in the assessment question. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Management and Change
- Delivering Results
- Leading, Motivating, Managing Performance and Communicating Effectively
- Personal Effectiveness
- Technical Knowledge and Experience

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

SALARY:

The salary scale for the position of **Building Inspector/ Clerk of Works** is;

€56,754; €58,108; €59,758; €62,862; €64,716; (Maximum); €67,020 (1st LSI) (after 3 years satisfactory service on the Maximum); €69,337 (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 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 **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.

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 question are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Friday, 1st August 2025

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2025

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 **Building Inspector – Clerk of Works**

The key competencies for the role are as follows;

Competency	Behaviours
Management and Change	<p>Is effective in translating corporate mission and objectives into operational plans and outputs.</p> <p>Develops and maintains positive, productive and beneficial working relationships.</p> <p>Effectively manages the introduction of change and demonstrate flexibility and openness to change.</p>
Delivering Results	<p>Contributes to the development of operational plans and leads the development of team plans.</p> <p>Plans and prioritises work and resources effectively.</p> <p>Establishes high quality services and customer care standards.</p> <p>Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</p>
Leading, Motivating, Managing Performance and Communicating Effectively	<p>Leads, motivates and engages employees to achieve quality results and to deliver on operational plans.</p> <p>Effectively manages team and individual performance.</p> <p>Has good and effective written and verbal skills</p>
Personal Effectiveness	<p>Takes initiative and seeks opportunities to exceed goals.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive, constructive and enthusiastic attitude to their role</p>
Technical Knowledge & Experience	<p>Demonstrate an ability to supervise/monitor construction projects (including maintenance and refurbishment works) to completion stage.</p> <p>Have a good knowledge and understanding of building construction generally, a practical understanding of The Building Control (Amendment) Regulations 2014 (BCAR), Construction Technology, Renewable Energy Technology, Fire Safety, and Building Energy Performance.</p> <p>Have a good knowledge and understanding of the various elements of building construction including the civil engineering and mechanical/ electrical, renewable technologies, installation of services/utility infrastructure, fire safety and construction for the purposes of Quality Control and compliance with contract drawings and good building standards.</p> <p>Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace and to construction sites in particular.</p> <p>Have a working knowledge of site surveying and setting out of works.</p> <p>Understands the role of Building Inspector – Clerk of Works.</p>

