



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: TECHNICIAN, GRADE I

POSITION No: 05/2020

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT. ON
THURSDAY 5TH MARCH 2020**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON PANEL FROM WHICH VACANCIES FOR TECHNICIAN, GRADE I (CIVIL/GEO-SURVEYING/ ARCHITECTURAL/BUILDING & PLANNING /PROPERTY DEPARTMENT) 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 includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

Vacancies exist for **Technicians, Grade I** across a number of Departments:

The **Environment & Transportation Department** is responsible for the provision of a wide range of essential services in the City, including, Survey & Mapping, the development, maintenance and management of the City's road network for the benefit of pedestrians, cyclists, motorists and public service and commercial vehicles. Since January 2014, the Council provides Water Services, under a Service Level Agreement (SLA) on behalf of Irish Water.

The **Housing and Community Services Department** is responsible for a Housing stock of approximately 26,000 units, providing maintenance, estate management and support services. It provides an extensive range of accommodation options including social housing, traveller accommodation, the Rental Accommodation Scheme (RAS) and the Housing Assistance Payment programme (HAP).

The role of the **Planning & Property Development Department** is to guide and shape the future development of our capital city as well as managing the Council's own property portfolio. The Department is committed to creating a lively and living city with a modern diversified economy. This city is socially inclusive, well connected and supported by a quality public realm and rich cultural life. It is these qualities that have helped Dublin City emerge as a competitive European capital city for the benefit of the city, region and the country as a whole.

The Dublin City Development Plan recognises that Dublin's heritage is the core determinant of the city's character and is a unique cultural asset and sets as a key objective the protection and enhancement of the special characteristics of the city's archaeological heritage.

THE JOB

Reporting to a designated Officer the **Technician, Grade I** may be assigned to the Environment & Transportation Department, to Housing & Community Services or to the Planning & Property Development Department.

THE IDEAL CANDIDATE SHALL

- Possess adequate training in REVIT and experience working in a BIM environment.
- Possess adequate experience in operating CAD, Desktop Publishing, GIS, Graphics, PowerPoint.
- Have experience in Topographic Surveying.
- Have experience in the preparation of estimates.
- Have adequate experience in the supervision of 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 applications: -

- (a) (i) have passed the N.C.E.A / H.E.T.A.C National Certificate Final Examination [level 6 in the National Framework of Qualifications] in: Civil Engineering or Geo-Surveying or Construction Studies or Construction Studies in Building Maintenance or Construction Studies in Architectural Graphics,

OR

hold an equivalent qualification,

AND

- (ii) have at least three years satisfactory experience after attaining the qualification concerned,

OR

- (iii) fulfil the requirements of paragraphs a. – b. below

- a. have satisfactory relevant experience, in a technician post at Grade II level or in an analogous post, under a local authority or health board in the State,

AND

have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

OR

- b. have satisfactory service in a technician post, at Grade I or higher level in an analogous post, under a local authority or health board in the State,

- (b) possess adequate training or experience relating to the control and supervision of staff.

DUTIES

The duties of the Technician, Grade I include: -

1. providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying and creation of drawings and graphics, report writing, digital photography and such other duties associated with a drawing office;

2. operating the appropriate technology as required to carry out the work to which he/she has been assigned, e.g. REVIT, CAD, Graphics, Desktop Publishing, GIS, PowerPoint;
3. working as part of a team;
4. liaising with other Departments, members of the public and external agencies in relation to operational aspects of assigned work;
5. preparation of public consultation display material and assistance at public consultation;
6. managing work files and providing regular progress reports;
7. supervising, coaching and mentoring to Technicians, Grade II;
8. contributing to individual staff development, personal development and team development initiatives;
9. being accountable for efficient and effective processing of work assigned to him/her;
10. assisting with the preparation of estimates;
11. undertaking of duties related to the assigned role which may include, but are not limited to : validation of planning applications and assessment of fees, pre-application validation, measuring and calculation of areas for applications of Development Contributions, detailing of reinforced concrete and structural steelwork; architectural detailing of new and refurbished buildings;
12. undertaking any course of training organised by the City Council which he/she is designated to attend;
13. such other duties as may be assigned from time to time.
14. 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 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 **Technician, Grade I** 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 he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning 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 he/she fails 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 him/her.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

SALARY

The salary scale for the position of **Technician, Grade I** is;

€40,098; €40,766; €41,639; €42,516; €43,374; €44,246; €45,041 (Maximum); €46,509 (1st LSI) (after 3 years satisfactory service on the Maximum). €47,981 (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, Planning and Local Government. **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.

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 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 himself or herself 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 his/her 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 Thursday, 5th March 2020.