

MEATH COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

Water Leakage Control Operator

Closing Date: Wednesday the 22nd August, 2018

Meath County Council is committed to a policy of equal opportunity.

Contact:
Human Resources Department
Meath County Council
Buvinda House
Navan
Co. Meath

Email: recruit@meathcoco.ie
Telephone Number: 046 9097040



JOB DESCRIPTION

THE JOB: WATER LEAKAGE CONTROL OPERATOR

Meath County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent & fixed-term contract vacancies for the position of Water Leakage Control Operator shall be drawn.

RESPONSIBILITIES / DUTIES:

Reporting to the Water Services Department the duties of the post will be to carry out such work of a manual, inspection or clerical nature as may be assigned to him/her from time to time. The duties, to be performed by day and partially by night, will include the following:

- Implementation of leakage reduction programmes, and the monitoring and recording of progress;
- Monitoring the performance and maintenance of PRVs (pressure reduction valves), district meters and flow/pressure measuring devices and systems and other equipment and systems to ensure effectiveness and identify improvements;
- Co-coordinating the use and upkeep of transponders, loggers and correlators, together with leak detection equipment and facilities;
- Creating and maintaining any records and preparing reports, as required;
- Assisting in the implementation of PRV and district metering schemes;
- Investigating and reporting on poor supplies, carrying out flow and pressure surveys and locating defective apparatus and waste;
- Locating, inspecting and operating distribution apparatus and carrying out valve operations and specific investigations;
- Setting up equipment to monitor flow and pressure within the distribution system;
- Monitoring and measuring leakage and unaccounted for consumption by way of drop tests, waste run leakage noise, sounding etc;
- Carrying out trunk main inspections;
- Reading meters and recording readings, including commercial/industrial meters, and reporting on the performance of meters, as required;
- Participating in emergency rosters and out of hours working arrangements
- Assisting with and participating in rehabilitation/repair works;
- Operating computer systems for enquiry and information gathering purposes;
- Participating in any training programmes considered necessary by line management
- Promoting good public, customer and employee relationships;
- Carrying out Leak Detection Surveys, Water Audits, Flow Simulation Tests, Data Logging Field Tests, Pipe Tracing, Fire Hydrant Testing
- DMAs verification
- Participating in field testing for hydraulic modeling
- Use of electronic devices for recording and mapping leaks and other defects on the water mains networks
- Use of Acoustic Leak Detection equipment, Step-Testing equipment, Tracer-Gas Leak Detection equipment, Pipe Tracing equipment, Thermal Imaging Cameras, Data Loggers and Safety equipment.
- Liaison with Caretakers, Water Engineers and GIS Technician and notification to GIS Technician of any anomalies and inaccuracies in the water mains network mapping and provide accurate as constructed details
- Participation in surveys and utilisation of new technologies, systems and processes for water conservation and leakage reduction.
- Any other duties consistent with the purpose of the post which may be assigned from time to time.

QUALIFICATIONS

The qualifications for the position of Water Leakage Control Operator, Meath County Council, shall be as set out hereunder:-

CHARACTER: Each candidate must be of good character.

HEALTH: Each candidate must 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 as a minimum have:

- A good standard of general education;
- Proven relevant experience;
- A relevant trade / craft qualification (e.g. plumber, fitter) is desirable but not essential;
- A demonstrated competence in the use of computers.
- A full, clean, current Class B driving licence;
- The ability to use initiative and judgement and to be self motivated.
- The ability to make estimates for works and write clear and concise reports;
- An appreciation of and ability to use complex technological equipment;
- The ability to read maps and prepare sketch maps;
- A good knowledge of water supply systems and practices.
- A demonstrated enthusiasm and drive for the role.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed-term contract posts may be filled.

SALARY: €32,675 - €38,233 PER ANNUM, PENDING ON SERVICE

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

PROBATION:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation,
- (b) such period shall be 9 months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

SUPERANNUATION CONTRIBUTION:

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local

authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

PENSION ARRANGEMENTS AND RETIREMENT AGE:

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

FORMAT OF THE COMPETITION

Applications must be made on the official application forms and all sections must be completed in full. When completing the application form accuracy is essential as it will be used as a computer input document. The information you supply in the application form will play a central part of the shortlisting process. Meath County Council's decision to include you on the shortlist of candidates going forward to stage two of the process may be determined based on this information.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, Meath County Council consider that it would be reasonable not to admit all the persons to the competition, Meath County Council may admit to the competition only persons who appear likely to them to attain in the competition a standard sufficient for selection and recommendation for appointment.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Meath County Council are satisfied that such person fulfils the requirements of the Regulations or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense, as Meath County Council will not be responsible for refunding any expenses incurred.

The competition may consist of a two-stage process:

- 1. Short-listing**
- 2. Competitive interview**

Meath County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Meath County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Meath County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Before making its final assessment a Board may recall a candidate for further questioning. Any such further attendance shall be regarded as part of the interview. Only candidates who reach such a standard as Meath County Council consider satisfactory in the competitive interview shall be considered for selection.

Before being recommended for appointment candidates shall satisfy Meath County Council that they possess the requisite knowledge and ability (including a high standard of suitability and where administrative experience is a requirement a high standard of administrative capacity) for the proper discharge of the duties of the position. Meath County Council may, at their discretion, select and recommend another person(s) for appointment on the results of this competition if the person recommended for appointment does not accept the appointment or, having accepted it, relinquishes it or if an additional vacancy arises.

The onus is on all applicants to make themselves available for the obligatory test(s) on the date(s) specified by Meath County Council and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form.

Canvassing will disqualify.

GENERAL INFORMATION

Meath County Council will not be responsible for any expense, including travelling expenses, candidates may occur in connection with their candidature.

Candidates shall undergo such medical examinations (which may include special tests) as Meath County Council consider necessary. Medical Examiners will be nominated by Meath County Council. Candidates will be required to pay the fee for any general medical examination or, unless determined otherwise, the fee for any examination by a medical specialist or for any special test and on receipt of bill, Meath County Council will reimburse the candidate. Candidates must comply, at their own expense, with such remedial requirements as Meath County Council consider necessary.

CLOSING DATE:

The completed application must be forwarded by email to recruit@meathcoco.ie no later than **22nd August, 2018**. All application forms must be in typed format. Please insert position "Water Leakage Control Operator" on subject line. Please retain email confirmation of application acknowledgement.

DEEMING OF CANDIDATURE TO BE WITHDRAWN:

Candidates who do not attend for interview or other test when and where required by Meath County Council, or who do not, when requested, furnish such evidence as Meath County Council require in regard to any matter relevant to their candidature, will have no further claim to consideration.

DATA PROTECTION ACT, 1988:

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. Should your name come under consideration for a post, a manual file will then be created. The personal records are used solely in processing your candidature.

Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988. You are entitled under this Act to obtain, at any time, a copy of information about you, which is kept on computer. Under the Data Protection (Amendment) Act, 2003, you are entitled to a copy of information about you held in a structured filing system. The charge is €6.35 for each request. You should enclose a cheque or postal order payable to Meath County Council and address your request to: **THE DATA PROTECTION CO-ORDINATOR, MEATH COUNTY COUNCIL, BUVINDA HOUSE, DUBLIN ROAD, NAVAN, CO. MEATH.**

Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

CONFIDENTIALITY:

Subject to the provisions of the **Freedom of Information Act**, 1997 and 2003; applications will be treated in strict confidence.