

MEATH COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

FITTER (WATER/WASTEWATER MECHANICAL MAINTENANCE)

Closing Date: 5.00pm Wednesday the 21st November, 2018

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

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

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



JOB DESCRIPTION

THE JOB: FITTER (WATER/WASTEWATER MECHANICAL MAINTENANCE)

RESPONSIBILITIES /DUTIES:

The Fitter shall be assigned to perform such duties appropriate to his/her grade in relation to water and/or wastewater facilities, including;

- The Fitter shall implement a planned preventative maintenance programme, to include schedules of duties for each installation, under the direction and control of the Mechanical & Electrical Maintenance Unit (MEM Unit) Foreman. The Fitter shall devise and amend these schedules as necessary, in conjunction with the other members of the MEM Unit, the Foreman and the MEM Unit Manager.
- The Fitter shall carry out tours of inspection of installations, as required, and maintain records of visits as required.
- The Fitter must respond to any mechanical failures or faults in a timely manner.
- The Fitter shall liaise with Plant Caretakers as necessary to ensure satisfactory repair of mechanical faults and implementation of preventative maintenance.
- The Fitter shall liaise with fellow members of the MEM Unit, the Foreman, the MEM Unit Manager and Plant Caretakers to ensure that mechanical repairs and preventative maintenance is carried out in a safe and effective manner.
- The Fitter shall carefully maintain all records/reports required of him/her by his/her supervisor. These records/reports may take the form of Weekly Timesheets, Plant Diaries, Plant Management Systems, Asset Management Systems, Environmental Management Systems and Health and Safety Management Systems that are currently in place or may be put in place in the future. Such records may be maintained in paper or electronic format.
- The Fitter shall respond to call outs when required. An on-call roster will be set up by the MEM Unit Manager.
- The Fitter shall diagnose, trace and repair faults in mechanical plant.
- The Fitter shall maintain tools and equipment in an orderly manner.
- The Fitter shall ensure that his/her van is maintained, serviced and fully roadworthy at all times.
- The Fitter shall ensure that all equipment that requires statutory testing (including lifting gear, harnesses, hoists, pressure vessels etc.) are maintained in good working order and are tested and certified at required intervals and that records of testing and certification are maintained as required.
- The Fitter shall implement the Council's Health and Safety Procedures and work within these at all times. This may include operation of Risk Assessment and Permit-to-Work procedures and any other Health and Safety procedures that are currently in place or may be put in place in the future.
- The Fitter shall assist the Foreman, the MEM Unit Manager and other Council staff in the preparation and updating of drawings or records that are within his/her area of expertise.
- The Fitter shall comply with all training and instructions provided and assist in the training of other MEM Unit members and Plant Operatives as required.
- The Fitter shall fully cooperate with, assist and work with, as required, any external contractors that may be engaged by the Council.
- The Fitter may be required to receive and respond to electronic alarms emanating from monitoring, pumping or treatment equipment/plant.
- The Fitter must be prepared to undertake such work as may be assigned by the Council from time to time. Such work can be outside the normal duties and areas of operation.
- The Fitter shall hold a current valid driving license.
- The Fitter must undertake those duties as assigned to him/her by his/her Foreman, or as may be delegated to him/her by the MEM Unit Manager, Senior Executive Engineer, Senior Engineer, Director of Services or Chief Executive.

QUALIFICATIONS

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:

- Have a good standard of general education;
- Be a fully qualified fitter/mechanic;
- Be experienced in the use of relevant technology and computer/device based systems;
- Hold a clean, current Class B driving licence;
- Have the ability to use and work on their own initiative and judgement;
- Have a good mechanical knowledge and experience of the components that make up water and/or wastewater systems. Experience in this area of work is desirable.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and temporary vacancies may be filled.

SALARY: €632.45 per week - €740.04 per week (EL04/18) Pending on service

HOURS OF WORK: 39 hours per week

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 & 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:

Completed Application Forms must be returned no later than **5.00pm Wednesday the 21st November, 2018**. **All application forms must be in typed format**. They must be returned by **email** – to recruit@meathcoco.ie (Please include the Job Title - FITTER (WATER/WASTEWATER MECHANICAL MAINTENANCE) as a reference in the subject line), or by **post** to: Meath County Council HR Department, Buvinda House, Dublin Road, Navan, Co. Meath. Electronic applications will be acknowledged automatically. Please keep this acknowledgement as proof of delivery of your application. If you do not receive an acknowledgement, please contact the HR Department

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.