



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Civil Technician Grade II

Information for Candidates

June, 2024

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Civil Technician Grade II.

It is proposed to form a panel of qualified candidates from which current and future vacancies will be filled during the lifetime of the panel.

2. Duties

Holders of the office may be assigned to work in all appropriate areas in the course of their employment. Typical work assignments would include areas such as Roads Service, Water Service, Housing Service, Planning Service.

The actual duties will vary depending on assignment, but would for example include the following:

- Assisting in the design and production of Contract Documents for appropriate sign off;
- Assisting in the production of maps and reports;
- Assisting in the preparation of CPO/Maps/Schedules/Registers;
- Working on the production of documents for Part VIII and planning applications;
- Surveying – Topographical surveys and technical research;
- Carry out land registry searches and folio searches;
- Provide technical support;
- Validation of planning applications
- Other administrative or technical duties as assigned.

The post holder will be expected to participate in all aspects of the work of the section in which they are based and will be expected to:

- Have strong relevant technical capability;
- Have a strong sense of ownership of their work and attention to detail;
- Work equally well as part of a team or on their own initiative;
- Have a strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology;
- Assist in developing best practice procedures;

- Assist in the development of systems to comply with the reporting requirements of external bodies;
- Have a track record of achievement and delivery of results;
- Have a good knowledge of H&S legislation.
- Comply with the H&S Management System and assist in its ongoing development.

3. Qualifications

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Civil Technician Grade II shall be as set out hereunder:

(a) Character

Each candidates must be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

(c) Education, training, experience, etc.

On the latest date for receipt of completed application forms, each candidate must -

(a) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in Civil Engineering or in Geosurveying,

or

hold an equivalent qualification

or

(b) have satisfactory service, immediately preceding the latest date for receipt of completed application forms, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the state

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Civil Technician Grade II from which any vacancies which arise will be filled during the lifetime of the panel.

(b) Probation

Successful candidates shall be required to be on probation for an initial period at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €32,547 minimum to max LSI2 €49,122.
(as per Circular EL 01/2024).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New Entrants will commence on the minimum point on scale.

(d) Base

The base for the post of Civil Technician Grade II shall be as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Civil Technician Grade II **may** involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Donegal County Council is satisfied that such a person fulfils the requirements of the position.

C. Right to Information and Review:

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine

applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie