



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

**Roads Service Supervisor**

**June 2024**

**Information for Candidates**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Roads Service Supervisor.

It is proposed to form five separate Municipal District panels of qualified candidates, from which any vacancies that occur within the respective Municipal District, will be filled during the lifetime of each of these panels:

- Donegal Municipal District
- Glenties Municipal District
- Inishowen Municipal District
- Letterkenny Municipal District
- Stranorlar Municipal District

Candidates may select a maximum of 3 Municipal Districts within which they must be willing to travel to, should a vacancy occur.

The successful candidate shall report to the Area Engineer or other appropriate person as determined by the Council from time to time.

## **2. Duties**

A non-exhaustive list of duties is provided below:

### **Core duties:**

- Organising and programming works (including supervising staff, plant and materials) for maintenance work and new construction projects.
- Ensuring current Safety Health and Welfare policies of the Council are applied.
- Assisting in the review of the condition of roads and agreeing priorities with relevant staff.
- Liaising with Councillors, representatives of community groups, suppliers, contractors etc.
- Reporting on complaints to enable his/her manager to judge the need for improvement and maintenance work on different sections of the network.
- Assisting in the preparation of cost estimates including carrying out such tasks as the measurement of road lengths, widths, etc.
- Monitoring and controlling budgets on projects assigned to him / her.
- Preparing records including time sheets, wage sheets etc.

### **Other duties:**

- Being available as part of the call out systems of the Council.
- Inspecting and reporting on road related planning matters.
- Assisting in setting out.

- Organising and supervising Contractors working for the Council
- Assisting in preparing monthly expenditure reports.
- Giving evidence as part of legal cases the Council is involved with.
- The carrying out of the above duties (or similar) for other functional areas of the Council as and when these are assigned.

### **3. Qualifications**

#### **(a) Character:**

Candidates shall 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, Experience**

On the latest date for receipt of completed application forms, candidates shall:

- Have a good Standard of Education;
- Hold a full, clean driving licence for Category B vehicles and have his/her own car;
- Have previous experience in:
  - the Maintenance and Construction of Road Projects,
  - Managing Contractors,
  - Supervising employees,
  - Dealing with the general public,
  - Safety, Health & Welfare,
  - Budgeting / Cost control.
- Have a good knowledge and previous experience in roads maintenance and construction of road projects.
- Be able to demonstrate organisational and leadership skills and be capable of working on their own initiative.

#### **(d) Desirable requirements:**

The following is desirable but not essential:-

- Technical qualifications would be an advantage.

- A basic knowledge of computers and associated software would be an advantage.

#### **4. Particulars of the Post**

##### **(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of *Roads Service Supervisor*.

##### **(b) Probation**

Successful candidates shall be required to be on probation for an initial period, as determined by the Council.

##### **(c) Remuneration**

The current national weekly payscale is : €858.95 minimum to €1015.03 maximum. (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 shall be as determined by the Council and will depend on the particular area to which the post holder is assigned.

##### **(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 39 hours per week. The Council reserves the right to alter the hours of work from time to time. The Road Services Supervisor will be required to enter into arrangements to work on an on-call rota basis and work out of hours including public holidays.

### **(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.
- c. the successful candidate may be required to drive a vehicle supplied by Donegal County Council from time to time when carrying out duties assigned by the Council.

### **(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](mailto:vacancies@donegalcoco.ie)
- Applications must be received by the deadline specified on the form.

### **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.

### **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 deemed a qualified candidate 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 of the competition. 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](http://www.donegalcoco.ie)