



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

Apprentice Fitter Mechanic

Information for Candidates

November 2024

1. The Position

The Council is seeking applications from suitably qualified candidates, for a fixed term of four years, for an Apprentice Fitter Mechanic based in the Machinery Yard, Lifford.

2. Background

Our apprentices are trained to the highest possible technical standards and acquires, amongst many other skills, the ability to maintain the various systems associated with modern Public Service vehicles and Construction Plant. This includes training on various day to day repairs and preventative maintenance tasks, in addition to vehicle diagnostics/fault finding with some of the most advanced systems of its kind in place.

The apprenticeship normally comprises of seven phases, three off the job and four on the job. During all of these phases you are assessed on a structured ongoing basis. On the job training takes place with Donegal County Council during phases 1, 3, 5, 7, and off the job training phase 2, 4, 6 is designated by SOLAS.

The successful candidate will be required to register with SOLAS within two weeks of commencement and pass all phases of the apprenticeship programme.

The apprentice may be required at the discretion of Donegal County Council to undertake additional training as determined from time to time.

3. Duties

Core aspect and duties of the apprenticeship

- Learning and developing new craft-related skills, knowledge and competencies.
- Repairing plant and equipment both in workshop and onsite.
- Working with and learning from experienced Craftsperson's and developing team skills.
- Comply with all Health and Safety requirements.
- Working with machines and mechanical equipment and a wide range of hand and power tools and measuring devices.
- Accepting responsibility for the quality of own work.
- Being physically active and work in all weather conditions.
- Using the special service tools, materials and equipment.
- Reading and interpreting technical instructions and diagrams.
- Ability to review and study plant maintenance manuals.
- Diagnose and repair mechanical, electrical and electronic systems.
- Dismantling, examining and re-assembling mechanical systems and components.

- Testing electrical and electronic systems and components.
- Record and communicate accurate work records or reports.
- Development of good communication skills to ensure accurate information gathering.
- Taking responsibility for own learning, including the allocation of study time.
- Passing all phase exams (theory, practical's, skills demonstrations)

Other Duties

- Carry out the duties & tasks as assigned and supervised by the Fitter Foreman in the Machinery Yard or his nominee.
- Carry out house keeping duties such as cleaning and tidying in the workshop area and around the yard depot.
- Be responsible for the safe keeping of all store parts and equipment.
- Assist in the inspection of vehicles and plant, and related equipment, determine and carry out necessary maintenance work on vehicles and plant, including, welding, body repair and use of diagnostics equipment.
- Assist in the repair work, at off-site locations, including responding to road side breakdowns.
- Comply with the Machinery Yards vehicle management system including record keeping and attending training.
- Assist in the maintenance of records, on all repairs and work performed. Track service dates, and warranties for all council vehicles, and fully adhere to any management system that is in place.
- Comply with the relevant Donegal County Council's Health and Safety management system.

The apprentice will be required to complete repairs and maintenance on a wide variety of Construction Plant and equipment including but not limited to the list set out below:

Trucks & Vehicles	Road Making & Maintenance Equipment
Rigid Tipper Lorries	Velocity Patchers
Artic Lorries	Manual Patchers
Agricultural Tractors	Bitumen Sprayers
Rollers / Pavers	Chip Spreaders
Mobile & Static Tar Tankers	Salt Spreaders
Graders	Snow Ploughs
Low loader trailers	Brine Saturation Stations
Vans /Jeeps	Winter Maintenance Plant &
Loading Shovels /Teleporters	Equipment
Other Mechanical Plant	Other Mechanical Equipment

4. Qualifications & Requirements of the Post

(a) Character

Candidates shall be of good character.

(b) Age

The minimum age at which the employment of an apprentice may commence is 16 years of age.

(c) 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.

(d) Education, Experience

On the latest date for receipt of completed application forms, candidates shall have obtained the following minimum standards:

- 1.** Grade D in five subjects in the Department of Education & Skills Junior Certificate Examination or an approved equivalent,
OR
- 2.** The successful completion of an approved Pre-Apprenticeship course
OR
- 3.** Three years' work experience gained over sixteen years of age in a relevant designated industrial activity as SOLAS shall deem acceptable

It should be noted that these are the current approved minimum educational requirements for apprenticeship programmes, however, previous experience of the following subjects would be an advantage but not essential: Mathematics, Technical Drawing/Graphics, Metalwork, Technology and Physics

(e) Desirable Skills

As an Apprentice Fitter Mechanic you will need to be physically active and be able to work with your hands. An awareness of health and safety and good housekeeping is essential as well as attention to detail.

As an Apprentice Fitter Mechanic, the candidate will need:

- To be physically fit;
- To be able to cope with lifting, bending and stretching;

- To have good eye to hand coordination;
- To be logical and patient in tracing faults and methodical in organising tasks, especially when taking apart and reassembling machines;
- To be able to work at heights (required for certain tasks).

5. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Apprentic Fitter Mechanic*.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

Remuneration will be in accordance with Solas apprenticeship programme for the Motor Industry, the weekly rates as set out below are in accordance with the Motor Rates advised by S.I.M.I – effective from 01st July 2023.

Phase/Year	Gross Wage Norm
Phase 2	€212.29 per week
Phase 4	€318.76 per week
Phase 6	€478.13 per week
4 th Year	€573.76 per week

For apprenticeships developed before 2016, the employer pays the apprentice while s/he is being trained on-the-job. A training allowance is paid by the local ETB while the apprentice is attending the off-the-job training.

This apprenticeship consists of four on-the-job phases (Phases 1, 3, 5 & 7) paid by the employer and three off-the-job phases (Phases 2, 4 & 6) paid by SOLAS. Apprentices will be invited to attend their off-the-job training phases in accordance with the SOLAS scheduling system.

On successful completion of the apprenticeship programme, apprentices are qualified to work within the recognised trade or profession.

(d) Base

The base for the post shall be the Machinery Yard, Lifford, Co Donegal

(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 / Annual Leave

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 successful candidate may be required to enter into arrangements to work on an on-call rota basis and work out of hours including public holidays.

Add wording at the end of current paragraph - Annual leave allowance will be in accordance with Circular LG(P) 07/2011.

(g) 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.

6. 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.

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 - #AFM - 001

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 quoting the above reference number.

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 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.