

## Candidate Information Notice

**Open Recruitment Competition for the position of**

**Craft Metal Fabricator  
(2 Positions)**

**in the**

**Building Maintenance Services, Dublin**

**Competition Reference: 2024/001**

**Closing Date: 5:30pm on Friday, 2<sup>nd</sup> February 2024**

The Office of Public Works (OPW) invites applications for appointment to the position of **Craft Metal Fabricator** in the areas within the responsibility of Building Maintenance Services, Dublin. This competition is open to all candidates who meet the minimum eligibility criteria. While the successful candidate will be based at Collins Barracks in Dublin, he/she will be required to work at a number of locations throughout the Dublin area. It is not possible to indicate when and where positions will be available.

There are currently two immediate positions to be filled and these are Non-Established State Industrial posts based on a 39-hour week (full-time), five day working week (Monday to Friday) and the appointment will be subject to a probationary period of 7 months, which may be extended to 10 months under certain circumstances. Continuation in employment in the position, once appointed, is subject to satisfactorily meeting the requirements of the position and performing the duties as directed. The actual hours of attendance are determined by local management requirements.

The position will be filled by way of an open OPW recruitment competition to which applicants with the minimum eligibility requirements may apply. Persons who wish to be considered for appointment to the above position should submit a completed and signed application form, and copies of specified required supporting documentation. A short-listing assessment, on the basis of the information supplied in the applications, may be used by OPW to select those applicants who are to be invited to attend for competitive interview.

The competitive interview process and a practical test, the latter if deemed necessary, will be used by OPW to select those candidates that are suitable for appointment to fill the position and a reserve panel.

The competitive interview process will be used by OPW to select the candidate(s) determined by the Interview Board as being suitable for appointment to approved fillable position(s) and may be used to form a reserve panel from which certain future seasonal, fixed term or permanent appointments may be made.

Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same. In the event that an offer of an appointment is made, it will be made in the order of merit of those on the relevant panel regardless of the length of contract period offered and the specific area(s) in which the position would be based.

Appointments to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to the candidate meeting the OPW's requirements with regard to health, references and Garda vetting. In the event that the candidate does not satisfactorily meet the OPW's

requirements with regard to health, references and Garda vetting, the candidate will receive no further consideration under the competition and will not proceed to appointment.

### **OPW Areas of Responsibility**

The Office of Public Works is a State body with responsibility for the protection of Ireland's built heritage. This is achieved through the conservation, presentation and management of National Monuments, historical properties and Government buildings. Our diverse portfolio consists of 750 sites from all periods of our history encompassing sites from prehistoric to the late medieval periods of our history.

OPW Building Maintenance Services is responsible for maintenance and building fabric of important historic buildings occupied by Cultural Institutions and Departments of State and Government. This ranges from day to day maintenance, minor conservation and upgrade works, and assisting with coordination of larger capital projects at the sites.

### **Minimum Eligibility Requirements**

Candidates must, at the closing date for receipt of applications, possess the following:

➤ **An Advanced Certificate in the Craft of Metal Fabrication;\*\*\***

\*\*\* Irish or Foreign qualification (in a similar field of study) recognised as equivalent to the above qualifications on the Irish National Framework of Qualifications.

***Note:** Apprenticeship served in the above, evidence of craft and exams completed successfully will be necessary and copies should be submitted with your application.*

➤ **A full, clean and current driving licence, minimum category B&W;\*,1,2**

➤ **A minimum of 3 years' experience as a Craft Metal Fabricator; (post qualification);**

➤ **A current Safe pass card;\*\***

**Note:** \* <sup>(1)</sup> If your Irish driving licence is restricted to driving cars with an automatic transmission only (denoted by the code 78 appearing on the licence), you are not eligible.

<sup>(2)</sup> From 1 January 2021 if you are resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged. It is vital that you have a valid driving licence and that you are legally allowed to drive in Ireland by exchanging a UK/NI licence for an Irish driving licence. Further information available on: [www.ndls.ie](http://www.ndls.ie).

**Note:\*\*** Where a current safe pass card is not available, proof of successful completion of the Safe Pass Course prior to the closing date will be accepted.

Failure to supply **copies** of requested documentary evidence, as detailed above, with your application will deem your application invalid and will therefore be disqualified. (Do not forward original documents with application form). Original documents will be required if you are invited to interview.

### **The ideal candidate must:**

- Be well organised and careful with practical tasks;
- Have excellent communications skills and work as part of a multi-disciplinary team;
- Have ability to deal well with the public.

### **The ideal candidate should have the ability to:**

- Solve problems and use their own initiative;
- Work independently and as part of a team;
- Show a committed and flexible attitude to tasks and projects;
- Demonstrate good work practices including time keeping, tidiness, responsibility, quality awareness and safety awareness.

### **Desirable Eligibility Requirement:**

- Experience of working on metalwork of historic buildings and protected structures, in particular on wrought iron and cast iron structures and elements.

### **Duties and Responsibilities**

The duties and responsibilities of the position of a Craft Metal Fabricator in the OPW are multifaceted and varied. These include assisting in conservation and restoration on site, with many various fields of manufacturing, construction, design, installation, repair and maintenance in materials such as low carbon steel, stainless steel, aluminium and cast iron. Metal fabricators prepare, weld, and fabricate metal structures and components. As a metal fabricator, you will be responsible for reading and interpreting engineering blueprints, fabricating metal components or structures, and performing quality checks on finished products. You may also be required to set up fabricating machines and design custom templates.

### **Requirements and Principal Duties of a Craft Metal Fabricator**

**Note:** The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a Craft Metal Fabricator. Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- Working alongside other skilled and non-skilled people, reporting directly to supervisor. Liaising with Craft Chargehand/Foreperson regarding metal related work;
- Reading and interpreting engineering blueprints;
- Constructing base templates if necessary;
- Measuring and marking out cutting and bending lines;
- Setting up metalwork machinery including rollers, drill presses, flame cutters, brakes, and shears;
- Double-checking design specifications before commencing with cutting work;
- Fabricating and constructing metal components;
- Grinding and finishing completed products;
- Performing quality checks on completed products;
- Conforming to state and company safety regulations;
- Completing job reports;
- Liaising with Chargehand/Foreperson regarding site related work e.g. ordering materials in advance and keeping site work ongoing;
- Reading drawings and working to them. Providing and taking templates for carpentry, masonry and other trades. Understanding and reading levels from drawings;
- Mentoring, monitoring and supervision of Apprentices and other staff as required;
- Assisting in Conservation and Restoration works at relevant sites and repairing historic metal work;
- Operating machinery in workshop including power tools;
- Driving a mobile maintenance unit vehicle as required;
- Working on scaffolding, operating equipment and machinery;
- Complying with Health & Safety Requirements;
- Keeping work areas clean, tidy and safe;
- Maintain ISO records and communicate ISO outcomes to relevant management as required;
- Driving and looking after the official vehicle, loading and unloading equipment and materials;
- Ordering and collecting materials required for works;
- Reporting any accidents and misuse of plant, materials and machinery to the Chargehand/Foreperson/Service Manager;
- Ensuring the safekeeping of all plant, tools, equipment and materials in your charge, or in use by others on the sites within your charge;
- Attending training courses in conservation, construction, supervision and health and safety as required by the Department;
- Assisting in all other duties as may be directed by the Chargehand/Foreperson/Service Manager;
- Co-operation with the introduction of new work practices and technology;
- Carrying out activities in line with Building Maintenance Service safety systems including preparation of Safe Systems of Work Plans (SSWP's), with reference to Safety Policies, Activity Risk Assessments and Safe Operating Procedures (SOP's);
- Carrying out other duties which are considered appropriate to the grade.

### **A Craft Metal Fabricator is required to:**

- Demonstrate flexibility and mobility, consistent with the needs of the service;

- Contribute to and maintain a good team spirit and an effective team-working environment;
- Remain calm while working under pressure when effectively dealing with incidents;
- Make sound judgements in emergency situations;
- Work on own initiative in accordance with supervisor/manager instructions whilst being an effective part of a larger team;
- Apply excellent and effective interpersonal and communication skills coupled with a professional, polite and courteous manner when dealing with colleagues, management and the public;
- Apply a positive, flexible and proactive approach to work allied with an ability to deliver an effective work presence;
- Carry out all work in an efficient and safe manner, in accordance with the directions of the Chargehand/Foreperson/Manager and management, with regard to self, colleagues and the public through understanding; observance and application of Health and Safety requirements;
- Be physically capable of meeting the full range of the requirements of the position;
- Carry out other duties deemed by the Chargehand/Foreperson/Service Manager as reasonable and appropriate to the grade and to the position;
- Co-operate with the operation of and introduction of new work practices and technology, e.g. tablets, smart phones, vehicle tracking, electronic information circulation incl. location reporting;
- Comply with all Health & Safety procedures as directed;
- Attend and achieve the required standard in induction training, training courses in manual handling, and other courses in health & safety as required by the OPW.

#### **Contacts with:**

- Staff of the Office of Public Works;
- Landowners and property owners;
- Members of the public;
- External contractors and suppliers.

#### **Special working conditions apply**

- Working at heights;
- Working in and near watercourses, uneven ground and difficult terrain;
- Environmental awareness;
- Regular lifting and manoeuvring of heavy and sharp loads;
- Operating equipment and machinery;
- Hazards, sharps and chemicals;
- Lone working and working with teams;
- Dealing with the public and contractors;
- Report for work at various work sites in the areas covered by the Building Maintenance Service as and when directed;
- Traffic – accessing to and from sites and assisting with plant mobilisation to and from sites;
- The appointee must attend and reach a satisfactory standard in training, as and when directed;
- Working outdoors, open to weather elements, and indoors in confined and restricted space.

#### **Notes**

- Attendance on site at weekends and on public holidays as required.

#### **Reporting Relationship**

The Craft Metal Fabricator reports to the Chargehand/Foreperson/Service Manager/Area Manager and to any other person to whom authority has been assigned and/or delegated.

#### **Age**

On the closing date for receipt of applications for this position, the following are the eligibility requirements with regard to age:

- the minimum age requirement for potential applicants is 18;
- the appointee will be a member of the Single Public Service Pension Scheme, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Under the Scheme, retirement is compulsory on reaching 70 years of age.

## Outside Employment

The position is whole-time and the appointee may not at any time engage in, or be connected with, any outside business or activity which would in any way conflict with the interests of the OPW, or be inconsistent with their official positions, or tend to impair their ability to carry out their duties. For this reason, an appointee who intends to be engaged in or connected with any outside business or employment should inform the OPW HR Management (Operational) Section of such an intention.

## III-Health Retirement

For an individual who has retired from a Civil/Public service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

## Health

Before being accepted as suitable for appointment, the appointee must satisfy certain criteria including suitability in respect of health and character. The onus is on the appointee to declare their suitability for the requirements of the position, to the best of their knowledge and belief, regarding their health status and character. The appointee will be asked to complete a health self-declaration statement and complete an on-line health questionnaire. Please note that any misstatements, incomplete statements and/or false declarations are liable to disqualify the appointee from the competition and/or result in the summary termination of their appointment to/employment in the position.

## Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The proposed appointment may be required to complete and return a Garda Vetting forms, which will be forwarded to An Garda Síochána for security checks to be undertaken. It may also be necessary for candidates to obtain vetting certificates from the police force of any country in which the candidates resided. Persons selected for appointment under this competition may receive offers of appointment, the commencement and continuation of which would be subject to satisfactory Garda Vetting of the proposed appointees.

## Pay

The **Craft Metal Fabricator** pay scale, per week, as and from 1<sup>st</sup> October 2023 is as follows:

<b>Incremental Progression</b>	<b>Point</b>	<b>Non – PPC</b> (This rate will apply where the appointee <b>is not required</b> to make a Personal Pension Contribution)	<b>PPC</b> (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and <b>is required</b> to make a Personal Pension Contribution.)
On commencement	1	€730.84	€765.58
After 6 months	2	€752.61	€788.52
After 1.5 Years	3	€805.83	€844.44
After 2.5 Years	4	€811.21	€850.10
After 3.5 Years	5	€816.56	€855.75
After 4.5 Years	6	€821.90	€861.38
After 5.5 Years	7	€827.25	€867.02
After 6.5 Years	8	€832.64	€872.67
After 7.5 Years	9	€838.00	€878.31
After 8.5 Years	10	€843.33	€883.92
After 9.5 Years	11	€849.31	€890.21

The successful candidate will be paid at the appropriate point of the pay scale.

**Important Note:** Increments may be awarded subject to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

Payment will be made weekly by Electronic Fund Transfer (EFT) into a bank account of an officer's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the Office of Public Works. Statutory deductions from salary will be made as appropriate.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All aspects of the application and assessment process are treated as strictly confidential and are not disclosed to anyone, outside of those persons directly involved in an aspect of the assessment process.

**Other important information**

The Office of Public Works will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or an invitation to attend any element of the selection process, is not to be taken as implying that the Office of Public Works is satisfied that such person fulfils the requirements of the competition 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 that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending. If you do not meet these essential entry requirements but nevertheless attend for selection tests/interview(s) you will be putting yourself to unnecessary expense.

Should the person assigned to a post decline, or having accepted it, relinquish it or if an additional vacancy arises the Office of Public Works, may, at its discretion, select another person for appointment on the results of this selection process.

**Candidates' Obligations**

- Candidates must not knowingly or recklessly provide false information;
- Candidates must not canvass any person with or without inducements;
- Candidates must not interfere with or compromise the process in any way;
- a third party must not personate a candidate at any stage of the process;
- any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment;
- in addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then: where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

**Specific candidate criteria**

Candidates must:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Deeming of candidature to be withdrawn**

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

### **Data Protection and Confidentiality Statement**

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within, the Office of Public Works, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition.

By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by Office of Public Works HR Management (Operational) section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). Other than the copy of the Driving Licence, Safe Pass Card and qualification/training documentation which will be retained for administrative purposes in the event that a candidature proceeds to appointment, the data submitted will not be used for any other purpose and will be retained in accordance with the Office of Public Works document retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts and Regulations. Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.

### **Application Process and Selection Process**

Applications for the post are invited from persons who meet the essential eligibility requirements above. A short-listing process will be used in order to determine those applicants who will be invited to attend for competitive interview. The short-listing process will be based on an assessment of the information supplied on the Application Form. When completing the Application Form, please take the opportunity to provide as much information as possible and to demonstrate relevant qualities and experience to support your application.

The competitive interview process will be used by OPW to select the candidate determined by the Interview Board as being the most suitable to fill the position and a panel of the next most suitable candidates, effective for a limited period, may be formed.

Appointments by the OPW to approved positions of employment are made as and when considered appropriate by OPW management and will be subject to:

- **Receipt of satisfactory references for the candidate;**
- **The candidate meeting the health requirements for the position;**
- **The candidate passing Garda Vetting Requirements.**

If a panel member does not accept an offer of appointment, when made, that panel member may not receive further offers of appointment.

Candidates may be required to provide satisfactory documentary evidence of all qualifications claimed by them, which must be provided promptly on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract.

Applicants **must** include, with their application form:

- **A clear copy of Craft Certificate;**
- **A clear copy of their Driving Licence, back and front.** (required to verify the essential eligibility requirement, to verify age in respect of the age limits and to verify identification if successful in being appointed);
- **A clear copy of their Current Safe Pass Card** (required to verify the essential eligibility requirement);
- **A clear copy of their Employment Permit, if applicable** (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

Failure to produce such documentary evidence when requested may lead to disqualification from the competition.

Along with a verification check on whether you meet the eligibility requirement to have a full Driving Licence, Craft Qualification and, a valid Safepass Card, the copy of your Driving Licence will be used to verify your identification, should you be offered an appointment to the advertised position.

An application form for the position is available on the OPW Website at [www.gov.ie/opw](http://www.gov.ie/opw) under 'Jobs at the OPW'. Advice and information that may be of assistance to applicants and interviewees is available on the OPW website at [www.gov.ie/opw](http://www.gov.ie/opw).

If you are interested in being considered for the above position and are satisfied that you meet the criteria as outlined above, please complete an Application Form. Please send the application form and copies of the required documentation by email to:

**[recruitment@opw.ie](mailto:recruitment@opw.ie)**

The closing date for receipt of completed Application Forms is **5:30pm on Friday 2<sup>nd</sup> February 2024**. Applications received after this time will not be considered for the competition.

**As all correspondence from Recruitment will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to [recruitment@opw.ie](mailto:recruitment@opw.ie) as soon as possible.**

**The OPW will not be liable for any costs incurred by candidates in connection with this competition and the appointment process, if applicable**

**The Office of Public Works is committed to a policy of equal opportunity.**

**Please note that canvassing will disqualify.**