



OPW

CANDIDATE INFORMATION NOTICE

Open Recruitment Competition to establish panels for appointment to the position of:

**General Operative Band 2 /360° Excavator Driver
(Seasonal, Fixed Term & Permanent Positions)**

at

- (1) Arterial Drainage Maintenance and Construction Services Division in Counties Galway, Mayo, Roscommon and any works managed by the Headford Depot Area**
- (2) Arterial Drainage Maintenance and Construction Services Division in Counties Mayo, Roscommon, Leitrim, Sligo and any works managed by the Ballina Depot Area.**
- (3) Arterial Drainage Maintenance and Construction Services Division in Counties Donegal, Leitrim and any works managed by the Lifford Depot Area.**

Competition Reference: 2023/093

Closing Date: 5.30pm on Thursday, 15th February 2024

The Office of Public Works (OPW) invites applications for positions in the grade of **General Operative Band 2 (Rural)/ 360° Excavator Driver** in the OPW's West Region Arterial Drainage Maintenance and Construction Services Division.

The General Operative Band 2 (Rural)/ 360° Excavator Driver position is a Non-Established State Industrial post based on a 39-hour week, (Monday to Friday) and is subject to a seven-month probation period which may be extended to ten months under certain circumstances. Continuation in employment in the position, following the end of the Probation Period, will be dependent upon the appointee fully meeting the requirements for the position during the Probation Period. The actual hours of attendance are determined by local management requirements.

The OPW is responsible for the maintenance of arterial drainage schemes completed under the 1945 Arterial Drainage Act, the construction and maintenance of flood defence schemes under the 1995 (Amendment) Act and under Planning and Development Legislation (Local Authority led schemes). The West Region Division also provides professional advice on the advancement of flood defence schemes and related matters. Schemes construction by the West Region division are carried out using the "Direct managed Works Model" consisting of a large direct labour workforce, supplemented as necessary by private section suppliers and sub-contractors.

This is 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 General Operative Band 2 (Rural)/ 360° Excavator Driver Arterial Drainage Maintenance and Construction Services Division, and who meet the essential eligibility requirements, should submit a completed and signed application form. The selection process may include a short-listing process, based on the information supplied on the application form, which will determine those to be invited to competitive interview.

The competitive interview process, will be used by OPW to select the candidate that is deemed suitable for appointment to fill the position and a reserve panel, effective for a limited period, may

be formed and may be used to fill certain sanctioned seasonal, fixed term or permanent positions, that may arise in West Region Drainage Maintenance and Construction Services Division.

Placement on panel(s) 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 health and requirements for the position and achieving the required standard on a practical driving assessment. Internal panels take precedence for appointment over open competitions panels.

Separate panels for the Headford Depot area, the Ballina Depot area and the Lifford Depot area will be formed in the order of merit on each panel as determined by the Interview Board.

General Operative Band 2 (Rural)/360° Excavator Driver - Arterial Drainage Maintenance & Construction Service positions

(1) Counties Galway, Mayo, Roscommon and any works managed by the Headford Depot Area

- A. Arterial Drainage Maintenance
- B. Construction Services Division

(2) Counties Mayo, Roscommon, Leitrim, Sligo and any works managed by the Ballina Depot Area.

- C. Arterial Drainage Maintenance
- D. Construction Services Division

(3) Counties Donegal, Leitrim and any works managed by the Lifford Depot Area.

- E. Arterial Drainage Maintenance
- F. Construction Services Division

The following process will apply in relation to offers:

Candidates may indicate preferences for positions in either Arterial Drainage Maintenance or in Construction Services, however, the following process will apply in relation to offers.

Candidates may refuse any offers of Seasonal, Fixed Term or Permanent positions for A,C or E in Arterial Drainage Maintenance or B,D or F in Construction Services only once and one form of contract, whether Seasonal, Fixed Term or Permanent only once each. If a candidate refuses any of the above options, no further offer will be made for that specific form of contract in a specific location within either Arterial Drainage Maintenance or Construction Services. Candidate will however remain on other panels for which they have indicated a preference for the duration of the panel(s). All offers are made in order of merit on reserve panels following a competitive interview process.

For example:

Candidate Z indicates a preference for Arterial Drainage Maintenance in Locations (1) Headford Depot and (2) Ballina Depot and Construction Services in Location (1) Headford Depot.

Candidate Z is offered a Seasonal post in (A) Arterial Drainage Maintenance in geographic location covered by the Headford Depot.

Candidate Z refuses this post, so he/she will no longer be offered a Seasonal post in (A) Arterial Drainage Maintenance in geographic location covered by the Headford depot.

However, Candidate Z will remain on panel to be offered a Fixed Term or Permanent post in (A) Arterial Drainage Maintenance in geographic location covered by the Headford Depot and either a Seasonal, Fixed term or Permanent post in (C) Arterial Drainage Maintenance in geographic location covered by the Ballina Depot and either seasonal, fixed term or permanent in Construction Services in geographic location covered by the Headford Depot.

If Candidate Z turns down each job offer in turn, he/she will slowly reduce their options and eventually not be offered Arterial Drainage Maintenance or Construction Service contracts of Seasonal, Fixed Term or Permanent, based in either any of the selected geographic locations.

Essential Eligibility Criteria: (at the closing date)

- **Hold a current CSCS card for 360° Excavator (for category greater than 5 tonne) and have work experience in operating same.**
- **Hold a current full, clean and current manual driving licence, category B & W;^{*1,2}**
Note: ^{*(1)} 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.
⁽²⁾ 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
- **Hold a current Safe Pass card;^{**}**
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.

Reporting Relationship/Work Area

The **General Operative Band 2 (Rural)/ 360° Excavator Driver** (Arterial Drainage Maintenance or Construction Service Division), will be assigned a location/function by the relevant Head of Section (Engineer Grade 1) and will report to the Engineer Grade 2 and any other person to whom authority has been assigned or delegated.

Requirements and Principal Duties of a General Operative Band 2 (Rural)/ 360° Excavator Driver (Arterial Drainage Maintenance or Construction Service Division)

Note: The following list, which is not exhaustive, sets out the broad range of duties that may be required to be undertaken by a General Operative Band 2 (Rural)/ 360° Excavator Driver (Arterial Drainage Maintenance or Capital Construction Scheme). Variances in the requirements of individual posts will reflect the management and operational requirements of individual sites and areas of work.

- Undertake the operation and control of hydraulic excavators and other machinery on the Scheme under the direction of the Engineer/Foreman;
- Supervise machine/site operations under the direction of the Engineer/ Foreman;
- Carry out channel maintenance and construction operations;
- Carry out instream enhancement works as directed by line management;
- Undertake scheme structure inspections on bridges and ancillary structures;
- Assist with scheme structure repairs and scheme structure replacement;
- Assist with embankment inspections and work on embankment repairs and refurbishment;
- Assist occasionally with manual channel maintenance operations;
- Maintain quality (ISO) records and communications records as required;
- Liaise with landowners, Inland Fisheries Ireland, National Parks and Wildlife Service and others;
- Comply with all Health & Safety procedures as directed;
- Comply with all environmental protocols and requirements as directed;
- Attend and achieve the required standard in induction training, training courses in manual handling, and other courses in environmental conservation, construction, supervision and health & safety as required by the OPW;

- Carry out civil engineering earthworks and construction operations;
- Supervise machine/site operations under the direction of the Engineer/ Foreman;
- Undertake ground works including trial excavations, duct work, pipe work, hand-digging etc.;
- Assist with construction of precast and in-situ concrete works, construction of large bridges and culverts etc.;
- Assist with scheme structure repairs and scheme structure replacement;
- Assist with works on embankment construction, repairs and inspections,
- Shuttering Formwork: experience in assembling shuttering;
- Interpret drawings and undertaking steel works - steel fixing, cutting/bending steel as required;
- Understanding of construction risk assessments and method statements.

The General Operative Band 2 (Rural)/ 360° Excavator Driver is also required to undertake General Operative Band 3 duties.

The following list, which is not exhaustive, is indicative of the role of the General Operative Band 3:

- Concrete works; shuttering; concreting; steel-fixing; block work;
- Ground works including duct work, pipe work, hand-digging etc.;
- Plant operation, as appropriate to training received;
- Manual spraying operations, as appropriate to training received;
- Scaffolding, as appropriate to training received;
- Assist with structure inspections;
- Work on the construction and repair of bridges and other structures;
- Work on channel maintenance operations and undertake all associated tasks i.e. remove silt and debris, fence, cut back foliage etc.;
- Assist with embankment inspections;
- General maintenance of depots and installations;
- Operation of plant/equipment, including chainsaws and pole saws;
- Driving vehicles;
- Maintain quality (ISO) records and communications, as required.

The General Operative 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 manager/supervisor 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 Engineer/Foreman, with regard to self, colleagues and the public through understanding, observance and application of Health and Safety requirements;
- Successfully undertake training as and when required;
- Be physically capable of meeting the full range of the requirements of the position;
- Carry out other duties/works deemed by management 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.

Special working conditions apply:

- Manual handling and lifting of awkward / heavy loads;
- Mechanical lifting of awkward / heavy loads;

- Environmental awareness;
- Working at heights and in confined spaces;
- Working in inclement weather conditions;
- Management of traffic and assisting with plant mobilisation to and from sites;
- Dealing sensitively with members of the public/property owners;
- Hazards – sharps, chemicals, traffic, wildlife, uneven/soft ground, disorderly members of the public;
- Working in or near water;
- Working in large urban areas;
- Working in isolated rural areas.
- Management of plant working adjacent to overhead electric power lines and other utility infrastructure.
- Appointees will be required to report directly to work, as directed by management, to any location in the areas under the responsibility of the assigned OPW Depot under which the position is being offered.

Contacts with:

- Staff of the Office of Public Works;
- Local Authorities, semi-state and other service/utility providers;
- Members of the public;
- External contractors and suppliers;
- Land/property owners.

This job description is intended as a general guide to the range of duties and it is neither definitive nor restrictive.

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 position, 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.

Health

In order to be accepted as suitable for employment, the appointee must satisfy certain criteria including suitability in respect of health. The onus is on the appointee to declare their suitability, to the best of their knowledge and belief, regarding their health status, and, in this regard, the appointee may be asked to complete a health self-declaration statement. 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.

Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The proposed appointee may be required to complete and return a Garda Vetting form that will be forwarded to An Garda Síochána for security checks to be undertaken. The vetting process also involves certification requirements from the police force of any country in which the proposed appointee 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 appointee.

Pay

The weekly pay scale for the **General Operative Band 2 (Rural)/360° Excavator**, with effect from 1st October 2023 is as follows:

Incremental Progression	Point	Non – PPC (This rate will apply where the appointee is not required to make a Personal Pension Contribution)	PPC (This rate will apply where the appointee is a new entrant or an existing civil servant appointed on or after 1 January 2013 and is required to make a Personal Pension Contribution.)
On commencement	1	€642.53	€672.58
After 6 Months	2	€672.25	€700.54
After 1.5 Years	3	€700.98	€723.90
After 2.5 Years	4	€708.99	€735.70
After 3.5 Years	5	€720.24	€747.43
After 4.5 Years	6	€724.86	€759.24
After 5.5 Years	7	€736.07	€771.00
After 6.5 Years	8	€747.22	€782.77
After 7.5 Years	9	€758.41	€794.54

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

Important Note:

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

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 recruitment process, 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 attend for selection tests/interview, 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 should note that canvassing will disqualify and will result in their exclusion from the process.
- 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 or, if appointed, continue in employment in 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 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, and other eligibility criteria (if applicable), 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 record 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

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. Following shortlisting, suitable applicants will be invited to attend for a competitive interview.

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, will be formed.

Only those considered most suitable for placement on the panel, by the Interview Board at the competitive interview, will be positioned on the panel in the order of merit as determined by the Interview Board. Placement on the panel does not guarantee nor imply that an offer of employment will be made to those placed on same.

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) **A clear copy of your Driving Licence, back and front.** (required to verify the essential eligibility requirement and to verify your identification if you are successful in being appointed)
- (b) **A clear copy of your Current Safe Pass Card** (required to verify the essential eligibility requirement).
- (c) **A clear copy of your CSCS card for 360⁰ Excavator** (for category greater than 5 tonne)
- (d) **A clear copy of their Employment Permit, if applicable.** (a non-EEA national, unless exempted, requires an employment permit to work in Ireland).

An application form for the position is available on the OPW Website at 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. 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 the required documentation by email to:

Recruitment@opw.ie

The closing date for receipt of completed application forms is 5:30pm on Thursday, 15th February 2024.

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 as soon as possible.

The OPW will not be liable for any costs incurred in attending an interview.

The OPW is committed to a policy of equal opportunity.

Please note that canvassing will disqualify.