

## **Information Booklet**

### **General Operative (Band 3)**

### **Bere Island , Bantry Bay Cork**

<b>Title of Position:</b>	General Operative (Band 3 Rural)
<b>Location:</b>	Bere Island , Cork
<b>Employing Authority:</b>	Department of Defence
<b>Contact Details:</b>	Ms. Debbie Caffrey, Civilian Employees Section, Department of Defence, Station Road, Newbridge, Co. Kildare, W12 AD93  <a href="mailto:Deborah.caffrey@defence.ie">Deborah.caffrey@defence.ie</a>

### **About the Job:**

The job involves working as a Waterworks attendant – as decided by the Employing Officer. It may be necessary for the Waterworks Operator to cover the operation of the Waterworks in the event of other staff being on leave / sick etc.

### **Responsibilities**

The operator is responsible for the safe handling of all chemicals required for water treatment. This will include the wearing of all supplied Personal Protective Equipment (PPE) necessary for the safe undertaking of the work of Waterworks Operator.

It is a requirement that all chemical protective equipment is worn at all times in plant environment, due to the toxic nature of the chemicals.

### **Duties**

To include but not limited to the following (based on the specific water system):

- a. Checking all monitors and record readings.
- b. Checking PH monitors and recording same.

- c. Taking water samples and recording results.
- d. Analysing readings and results by using Lovebond Test Kit for CHL, PH, ALK, Calcium Hardness, TDS.
- e. Take appropriate action to restore water balance.
- f. Check all chlorine pumps and acid pumps for leaks, faults or trips.
- g. Replenish daily all chemical bulk feeders from existing stock.
- h. Check circulation pumps are operating properly and valve arrangement is correct for weekly/daily change over.
- i. Check and clean out strainer baskets daily.
- j. Backwash filters as required as stated in normal operating procedures.
- k. Accurate updating and maintenance of daily work book for inspection.
- l. Report all accidents, maintenance problems and chemical inconsistencies or spills to the Coy Commander, Infrastructure & Utilities Company or his Representative.
- m. Check that all equipment is operating, if not report red lights or trips.
- n. Replenish water softeners, bulk storage tanks from existing stock.
- o. At all times plant rooms shall be kept clean and tidy.
- p. Check weekly all stock and report when chemicals are required.
- q. The operator will consult / liaise on a daily basis with Military or Civilian Staff responsible for Bere Island regarding Water Works.
- r. Ensuring all relevant senior staff are kept informed of important and appropriate occurrences.
- s. Liaise and build good relationships with Defence Forces staff, contractors, and consultants as required.
- t. Support and maintain regular and open flow of communication with subordinates, peers and superiors.
- u. To comply with Health and Safety legislation as outlined in the Unit's Safety Statement.
- v. Reporting accidents to the Headquarters office.
- w. Maintenance of any article, plant, equipment or machinery for use at work in a safe manner and reporting defects to the Headquarters office.
- x. Obtain a safety awareness card (Safe Pass) and a construction skills card (CSCS) where required. The cost of this training will be borne by the employer.

- y. Carrying out any other appropriate tasks as allotted from time to time by the Officer in Charge.

### **Training**

The operator will be required to undergo an induction period of training and further ongoing training as required, in order to be able

to:

- a. understand and undertake water works procedures on Bere Island.
- b. interpret from water conditions what actions are needed to maintain quality control of the water system at levels in line with the Environmental Protection Agency.

There will be a requirement for the Waterworks Operator to keep up to date with current developments in his field which may require additional training and course work from time to time.

### **Entry Requirements and Eligibility**

#### **Candidates are required to:**

- Have the requisite knowledge, skills and competencies to carry out the role.
- Be capable and competent of fulfilling the role to a high standard.
- Have a good general level of education.
- Fulfil health and character requirements (see below).

#### **Desirable Skills/ Attributes:**

- Knowledge of the Defence Organisation.

#### **Health & Character:**

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Candidates selected by the interview panel must successfully complete the Garda vetting process and medical clearance process prior to being selected for employment. Some posts may also require special security clearance.

#### **Selection Criteria:**

Selection for appointment will be by means of a competitive interview conducted by a board established by the Department of Defence. The Department may, having examined the applications of all candidates, decide that a limited number of candidates will be invited to attend for interview. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this document. In the event that a short-listing process occurs, applicants will be short-listed for interview on the basis of the information supplied in their CVs demonstrating that they fulfil the eligibility criteria and possess the essential requirements and relevant qualifications as set out in this document. Failure to

include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process.

### **Data Protection Acts 1988, 2003 & 2018**

When your application is received, the Department of Defence creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Should you be successful and where the services of a third party are used in processing your application, it may be required to provide them with information (i.e. Payroll Shared Service Centre), however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988/2003 & 2018.

The Department does not commit itself to making any appointments. Candidates invited for interview must be prepared to make themselves available at their own expense.

### **Canvassing will disqualify.**

### **Application Procedures:**

Persons interested in applying for the posts should send a CV with the post of “General Operative Bere Island clearly indicated to the following email address:

[deborah.caffrey@defence.ie](mailto:deborah.caffrey@defence.ie) or at the postal address below

Ms. Debbie Caffrey  
Civilian Employees Section,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare, W12 AD93

The closing date for receipt of applications is Friday 24<sup>th</sup> April 2020. Any applications received after that date will not be accepted.

**Principal Terms and Conditions of Employment**

**General Operative (Band 3 Rural) Bere Island**

<b>Tenure</b>	The appointment is full time, permanent and pensionable. Candidates selected by the interview panel must successfully complete the Garda vetting/ Medical process prior to being selected for employment.									
<b>Remuneration</b>	<p>The following salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme &amp; Other Provisions) Act 2012:- PPC Payscale</p> <table border="1"><tr><td>€548.52</td></tr><tr><td>€581.05</td></tr><tr><td>€601.23</td></tr><tr><td>€611.44</td></tr><tr><td>€618.58</td></tr><tr><td>€628.74</td></tr><tr><td>€638.91</td></tr><tr><td>€642.86</td></tr><tr><td>€652.90</td></tr></table> <p>Class A rate of PRSI will apply to any person appointed under this competition.</p> <p>The rate of remuneration may be adjusted from time to time in line with Government policy.</p>	€548.52	€581.05	€601.23	€611.44	€618.58	€628.74	€638.91	€642.86	€652.90
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<b>Working Week</b>	The standard working week applicable to the posts 43.25 hours gross (inclusive of lunch breaks) and 37 hours net (exclusive of lunch breaks).									
<b>Annual Leave</b>	The annual allocation applicable to a full-time position is 25 days (inclusive of Good Friday) and exclusive of public holidays.									
<b>Superannuation</b>	<p>The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme &amp; Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.</p> <p>For employees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 but you have the option to remain in employment until age 70.</p> <p>Please note that the abatement provisions of the Public Service Pensions (Single Scheme &amp; Other Provisions) Act 2012 will apply to applicants who are in receipt of public service pensions.</p>									
<b>Probation</b>	The persons appointed shall be subject to a probationary period of 12 months.									

**Important Notice:**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).**