****

**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Site Supervisory Positions**

**Roads, Transportation & Capital Infrastructure**

**Poist do Mhaoirseoirí Láithreáin**

**Roinn Bóithre, Iompair & Bonnegair Caipitiúil**

Immediate Vacancies - N69 Listowel By-Pass

Folúntas Láithreach – N69 Seach/shlí Lios Tuathail

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services. Kerry County Council seeks to enhance the county’s attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Kerry, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

Kerry County Council is a multi-purpose body responsible for delivering a broad range of services in relation to roads; housing; capital infrastructure; planning; housing; economic and community development; environment, recreation and amenity services; as well as having regulatory compliance functions. Policy decisions are made by majority resolutions passed by the elected councillors during council meetings. These are reserved for the elected council and include, passing an annual budget, housing policy decisions, adopting policies on planning, environmental protection & climate action and making bye-laws to regulate the use, operation, protection and management of lands and services.

The Chief Executive, assisted by a senior management team, manages the local authority on a day-to-day basis, which are executive functions. The Chief Executive’s responsibilities include delivering on strategic objectives as set out in the corporate plan, administering schemes and allocating grants. Policy areas under the responsibility of the Chief Executive include climate action, transport, social housing, economic development and corporate governance.

The executive functions are assigned to specific Directorates, managed by a Director of Services, with a multi-disciplined team, having the relevant skills and expertise, to provide an effective and efficient delivery of services.

Kerry County Council also manages the delivery of major capital infrastructure, critical to the supporting the economic and social development in the county, including major road improvement schemes, large housing developments, public realm improvement schemes, environmental schemes, greenways/cycleways, flooding & coastal protection schemes, and tourism infrastructure etc.

The 2021 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme and capital expenditure in the region of €150 million is proposed for 2021.

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| **Positions** |

Kerry County Council is seeking applications from suitably qualified candidates for inclusion on panels to be formed for the following site-based supervisory positions which will be filled on a contract basis:-

* **Resident Engineer**
* **Environmental Assurance Officer**

It is intended that panels will be formed to fill vacancies arising during the lifetime of those panels and offers of temporary employment on specific purpose contracts may be made as appropriate.

**There are immediate vacancies for 1 no. Resident Engineer and 1 no. Environmental Assurance Officer with assignment to the upcoming N69 Listowel Bypass project.**

The N69 Listowel Bypass project consists of both new offline road construction as well as the online upgrade of an existing section of urban road. The new offline section will consist of a single carriageway road situated to the west of the town, approximately 3.65km in length and the online upgrade of the existing John B. Keane Road section of the R553/N69 is approximately 2.30km in length which will be re-classified as the N69 upon completion of the scheme. In total, the development is 5.95km in length. The Scheme is Employer Designed with a Total Scheme Budget of €69.47 million.

Specific elements of the scheme include, but are not limited to:-

* 3 no. new roundabout junctions and associated improvements to regional and local roads
* Provision of 19 no. structures including a new bridge spanning the River Feale, tied sheet pile wall, accommodation underpasses, flood culverts and watercourse crossings
* Urban realm improvements and an upgrade of vulnerable road user facilities on John B. Keane Road
* Working within, and adjacent to, designated areas of conservation
* All other aspects of road design including site clearance, drainage, earthworks, pavement, safety barriers, signing and lining, public lighting, utilities diversions, fencing and boundary treatments, accommodation works and landscaping.

**Appointments:** Panels may be formed on the basis of interviews, from which offers of temporary employment on specific purpose contracts may be made.

**Salary:**  **Resident Engineer € 64,243 - €72,811**

**Environmental Assurance Officer € 64,243 - €72,811**

Annual salary will be determined having regard to the scope and nature of the particular project assigned. In addition, a Site Allowance may also be payable, determined having regard to the nature and size of the project to which the person is assigned and in accordance with relevant Departmental Circulars.

**Annual Leave:** 30 days per annum – the appointee will be required to co-ordinate the taking of leave with any contractor arrangements

**Hours of Work:** The appointee will be required to work the hours directed, including site hours with night time and weekend working as required in line with the responsibilities and requirements of the post.

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| **The Person** |

Reporting to such designated person as may be assigned from time to time by the Chief Executive, the ideal candidate will have satisfactory experience of working with multi-disciplined teams and have strong interpersonal/communications skills, and strong organisation and IT skills.

He/she should have an excellent knowledge of the technical standards required of a major engineering project and a good understanding of the contractual obligations of the various parties engaged in the delivery of the project.

He/she should also have a good working knowledge, or demonstrate an ability to acquire a good working knowledge, of the legal, regulatory and governance framework within which Kerry County Council operates and adheres to corporate policies, protocols and procedures.

Candidates must have excellent knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

They must also have an understanding of the role and duties of managers in safety management in the workplace and a proven ability to manage financial and other resources within a budgetary control framework

**Character:**

**Each candidate must be of good character.**

**Health:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Education/ experience, etc.:**

* **RESIDENT ENGINEER**

Each candidate must, on the latest date for receipt of completed application forms:

1. hold an honours degree (level 8 in the National Framework of Qualifications), or other equivalent qualification, in Engineering, and
2. have at least 5 years satisfactory relevant experience in the design and construction of road and bridge projects
3. possess a high standard of technical training and experience

*It is also desirable that candidates:-*

* *have previously fulfilled the role of Resident Engineer (or equivalent) during the construction of a minimum of one major road construction project (preferably with a construction value in excess of €10 million)*
* *hold Chartered Membership of a relevant professional body*
* **ENVIRONMENTAL ASSURANCE OFFICER**

Each candidate must, on the latest date for receipt of completed application forms:

1. hold an honours degree (level 8 in the National Framework of Qualifications), or other equivalent qualification, in Environmental Science, Environmental Engineering, or another relevant discipline, and
2. have at least 5 years satisfactory relevant experience in the environmental design and/or supervision of road and bridge projects
3. possess a high standard of technical training and experience

*It is also desirable that candidates:-*

* *have previously fulfilled the role of Environmental Assurance Officer (or equivalent) during the construction of a minimum of one major road construction project (preferably with a construction value In excess of €10 million)*
* *hold Chartered Membership of a relevant professional body*

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| **Duties & Responsibilities** |

* **RESIDENT ENGINEER**

The Resident Engineer will be responsible for the on-site supervision of the construction stage of contracts, and shall perform the duties allocated on site by a Senior Resident Engineer, or other such person as designated from time to time. His/her primary role is to ensure that works are constructed as designed and instructed, and that the Contractor carries out all of their obligations under the contract.

The Resident Engineer's duties shall include, but are not limited to the following:-

* organising required supervision of construction works on the site
* keeping a comprehensive diary constituting a detailed work history of construction work and significant happenings on site
* ensuring that detailed reports, diaries and records (hard and soft copies), including photographic records, in relation to all aspects of progress of the works are kept and available for inspection by authorised personnel
* ensuring that all day work records and all variations from specification are approved and documented prior to execution
* keeping records of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub‐contractors and landowners
* attending, with other necessary personnel as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel
* keeping any other site supervisory staff informed on matters which may influence their work
* assisting with the administration of the various contracts (Capital Works Management Framework Public Works Contracts)
* being aware at all times of the duties of contractors, sub‐contractors and others under Safety, Health and Welfare at Work legislation and in particular the provision of –
* a safe place of work and safe access and egress to a place of work
* a safe system of work
* safe plant and machinery
* appropriate personnel protective equipment
* arrangements for the welfare of employees
* liaising with statutory undertakers and stakeholders and ensuring an efficient and effective response as required
* carrying out such further instructions of Kerry County Council insofar as they are deemed appropriate for the satisfactory supervision of structural and civil engineering works undertaken by the Local Authority
* participating in and supporting the work of the section or department to which they are assigned, to ensure that work programmes are delivered in accordance with operational plans
* ensuring an efficient and effective response to all stakeholders
* attending training as required
* participating in corporate activities and responsibilities appropriate to their grade
* undertaking any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputising for other employees of a higher grade as required

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| **Duties & Responsibilities** |

* **ENVIRONMENTAL ASSURANCE OFFICER**

The Environmental Assurance Officer will be responsible for the on-site supervision of the environmental mitigation required by the statutory consent documentation (EIS and NIS) and shall perform the duties allocated on site by a Senior Resident Engineer or other such person as designated from time to time. His/her primary role is to ensure that environmental mitigation works are constructed as designed and instructed, and that the Contractor carries out all of their obligations required under the contract and under the statutory consent (EIS).

The Environmental Assurance Officer’s duties shall include, but are not limited to the following:-

* organising required supervision of environmental mitigation on the site
* keeping a comprehensive diary constituting a detailed work history of environmental mitigation and significant happenings on site
* ensuring that detailed reports, diaries and records (hard and soft copies), including photographic records, in relation to all aspects of progress of the works are kept and available for inspection by authorised personnel
* ensuring that all day work records and all variations from specification are approved and documented prior to execution
* keeping records of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub‐contractors and landowners
* attending, with other necessary personnel as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel
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* assisting with the administration of the various contracts (Capital Works Management Framework Public Works Contracts)
* being aware at all times of the duties of contractors, sub‐contractors and others under Safety, Health and Welfare at Work legislation and in particular the provision of –
* a safe place of work and safe access and egress to a place of work
* a safe system of work
* safe plant and machinery
* appropriate personnel protective equipment
* arrangements for the welfare of employees
* liaising with statutory undertakers and stakeholders and ensuring an efficient and effective response as required
* carrying out such further instructions of Kerry County Council insofar as they are deemed appropriate for the satisfactory supervision of environmental mitigation in connection with structural and civil engineering works undertaken by the Local Authority
* participating in and supporting the work of the section or department to which they are assigned, to ensure that work programmes are delivered in accordance with operational plans
* ensuring an efficient and effective response to all stakeholders
* attending training as required
* participating in corporate activities and responsibilities appropriate to their grade
* undertaking any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputising for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements for each position as set out above.

If an application is deemed valid, it will be considered for interview.

Depending on the number of applications received, shortlisting may apply based on information supplied on the application form.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills and experience: -

* Understanding of the role
* Relevant experience of value
* Technical Knowledge and Expertise
* Judgement and Decision Making skills
* Interpersonal/Communication Skills
* Delivery of Results
* Knowledge an understanding of the functions of Local Government
* A strong customer service ethos

Candidates will be assessed and marked on the basis how they demonstrate their knowledge, skills and experience at interview.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will result in disqualification from the competition, withdrawal of employment offered, or dismissal.

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Forms are available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to [recruitment@kerrycoco.ie](mailto:recruitment@kerrycoco.ie) and must be received before **5.00pm on Thursday, 23 September 2021.**

Please ensure that either **Resident Engineer** or **Environmental Assurance Officer** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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