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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Graduate Engineer**

**Innealtóir Céimithe**

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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.

The 2022 annual revenue budget for the local authority is approximately €177 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 €130 million is proposed for 2022.

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.

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| **The Position** |

The work of a Graduate Engineer requires that employees in the role function in a flexible manner and work effectively as part of a team to deliver required outcomes or outputs. Their duties are varied and can involve assignment to different parts of the organisation, or different areas of work, including;

The work of an Assistant Engineer requires that employees in the role function in a flexible manner and work effectively as part of a team to deliver required outcomes or outputs. Their duties are varied and can involve assignment to different parts of the organisation, or different areas of work, including;

* **Roads, Transportation & Marine**

The Roads functions, which are primarily the maintenance, upkeep and improvement of our assets and facilities, are delivered through the Municipal Districts and include:

* the improvement, maintenance and upkeep of the 4,881km of national, regional and local roads
* the maintenance of public lighting infrastructure
* the maintenance of piers, harbours, parks and open spaces, beaches and public conveniences
* the design, planning, procurement and development of specific roads infrastructure projects
* taking in charge of estates
* managing corporate health and safety and road safety
* implementing regulatory functions such as roads enforcement, resolving unfinished housing estates, managing dangerous structures, traffic management, speed limits
* issuing of licences and permits,
* the provision and implementation of emergency responses to severe weather events
* **Capital Infrastructure Unit**

The Capital Infrastructure Unit provides cross departmental services for the design, planning, procurement and supervision of a broad range of infrastructural projects including the development of Greenways and Kerry County Council housing projects. Recent projects include the Tralee Town Centre redevelopment, Tralee to Blennerville canal walk and the development of 20 houses in Park, Killarney.

* **National Roads Office**

Kerry NRO engages in the planning, design, and project management of major and minor road improvement schemes on behalf of Kerry County Council and Transport Infrastructure Ireland (TII). This ranges from carrying out Project Feasibility and Constraints Studies, preparing Route Selection and Design Reports, execution of statutory processes (EIS, Part 8, CPO), Procurement and Project Management of Advance Works, Construction Contracts & Pavement Overlays, through to Final Account Reports, Post Project Reviews and Project Closeout.  KNRO also manages Signage & Delineation Contracts and Road Safety Schemes.

The office also carries out Project Appraisal Reviews, Road Safety Audits and prepares Visum Traffic Models and manages the TII Bridge Management System for Counties Kerry, Cork & Clare and also manages pilot projects such as Control of Noxious Weeds.

* **Flooding & Coastal Protection Unit**

**Work includes** surveying, designing, and costing of minor works schemes for Flooding and Coastal Erosion, as well as preparing funding applications to the OPW for same.

Preparation of Part 8 Planning drawings and documentation, and liaising with the Planning Section with regards Environmental Consents and Screenings etc.

* **Energy Unit**

The Energy Unit develops Energy plans and works programmes with the individual sections within the local authority, to ensure compliance with National Energy targets and reduction of the Council’s energy consumption within these targets. It is also responsible for preparing submissions for the SEAI for both funding of proposed new Energy Saving Schemes and submitting of all Energy Performance Indicator returns.

The unit is also tasked with developing a **Climate Change Adaptation Strategy**in line with the National Climate Change Adaptation Plan.

* **Housing Department**

In September 2021 the Government published ***Housing for All – A new Housing Plan for Ireland***.

It is a key objective of the State to increase Housing supply and ensure that everyone in the State should have access to a home to purchase or rent at an affordable price, built to a high standard and in the right place, offering a high quality of life. The Government’s Housing for All plan sets out ambitious targets for new residential Social Housing development by Local Authorities to meet current and future social housing need. In addition, the Plan details specific actions across a range of Housing Policy Objective areas.

The Housing for All Plan will inform and shape the of Housing delivery for 2022 and following years.

The **social housing targets** for Kerry County Council as notified as set out in the table below:

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| **Year** | **2022** | **2023** | **2024** | **2025** | **2026** | **Total** |
| **Build** | 315 | 261 | 267 | 287 | 293 | 1423 |
| **Long-term Leasing** | 31 |  |  |  |  | 31 |
| **Total** | 346 | 261 | 267 | 287 | 293 | 1454 |

Government policy is focussed on the delivery of new build homes and, accordingly, the targets are primarily focussed on new build.

Kerry County Council has an in-house design and delivery team which has responsibility for the design, planning, procurement, and supervision of Kerry County Council’s Capital Housing projects. In addition, the team are responsible for working in partnership with Approved Housing Bodies on the delivery of their programmes.  The Housing Programme also involves acquisition of property, Part V planning obligations, Turnkey Developments and assessment and provision of Housing Improvement Grants.

The Housing Department also has responsibility for maintenance and improvement of our own social housing stock,

* **Water Services**

Kerry County Council’s Water Services department, which operates as an agent for Irish Water under a Service Level Agreement, provides key water services for the county, including:

* The abstraction, treatment and distribution of Drinking Water.
* The collection and treatment, including the sludge management, of Waste Water.
* The management and implementation of the Water Conservation programmes.
* The management and maintenance of new and existing customer connections to the Water and Waste Water networks.
* The provision of support, including design, procurement and management through a dedicated Capital Office, to Irish Water’s capital investment programme for the development of major Water Services infrastructure.
* The provision of Water Services Management, Engineering and Administrative support including Design Build Operate Contracts (DBOs), workflow and procurement.
* The operation of the Rural Water Office on behalf of the DHLG&H, which retains responsibility for the group water and waste water sector.
* **Environment**
* Management of the KCC waste infrastructure, including the Civic Amenity sites, the North Kerry Landfill, Bring-Banks etc. This includes liaising with the EPA with regard to waste authorisation issues, etc.
* Environmental regulation and enforcement: this includes the regulation of a range of waste-related activities in the County, investigation and enforcement of unauthorised waste activities and water pollution issues, water-quality based inspection work (e.g. farms, domestic wastewater treatment systems etc.), noise and odour complaint investigations, etc.
* Planning assessment: this includes the assessment of site characterisation information (related to on-site wastewater treatment), EIS information, etc.
* **Facilities Management Unit**

Kerry County Council’s facilities management unit manages a portfolio of 40 Corporate Facilities throughout the County, which include Kerry County Council Headquarter building, Municipal District offices, area offices, libraries, courthouses and leased properties. A wide variety of services are delivered from day to day operation and maintenance of all the facilities, caretaking, file storage, energy monitoring, to ensuring the health and safety of staff and visitors to Corporate Facilities. The Facilities Management Unit also carry out an extensive works programme to modernise and upgrade the built asset infrastructure of Kerry County Council which includes design, planning, procurement and supervision of a broad range of projects. Ongoing projects include the development of the Killarney Arts Centre, refurbishment of the Castleisland Carnegie Building, 3 bay extension to Killarney Fire station.

* **Local Government Operational Procurement Centre**

The Local Government Operational Procurement Centre (LGOPC) which is based in Killarney, is a national shared service with responsibility for managing, developing and promoting procurement best practice under the Local Government sector-led categories of Plant Hire and Minor Building Works & Civils. It acts as a central purchasing body under the auspices of Kerry County Council, co-ordinating the establishment of National Framework Agreements and Dynamic Purchasing Systems for the procurement of works, goods and services under these Categories to meet the needs of the Local Government sector and other Public Service Bodies.

The LGOPC maintains a dedicated public procurement portal at [www.Supplygov.ie](http://www.Supplygov.ie) that provides an electronic platform for Contracting Authorities to operate and manage the procurement of works, goods and services from suitably qualified Suppliers in a compliant and effective manner. This is complemented by clear leadership, information and on-going training provided to the Contracting Authorities for supporting these activities.

Presently, the LGOPC maintains several Live Frameworks and Dynamic Purchasing Systems for Local Government and public service bodies under these categories, representing an estimated total annual spend in the order of €530M. These arrangements engage in excess of 2,000 different Suppliers, the majority of whom are Small to Medium Enterprises with a significant amount of those being from the Micro Enterprise sector.

**Appointments:** A panel may be formed on the basis of interviews, from which temporary offers of employment may be made.

**Salary:** €33,029 - €42,920 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 24 days per annum

**Hours of Work:** While the normal working week will constitute 35 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

 A flexible working hours system is in operation.

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| **Grading Structure** |

SENIOR ENGINEER

SENIOR EXECUTIVE ENGINEER

ASSISTANT ENGINEER

**GRADUATE ENGINEER**

EXECUTIVE ENGINEER

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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 should possess good professional knowledge and skills, and have the ability to work on his/her own initiative in an independent environment and without constant supervision. He/she should also be able to work independently or within multi-disciplined teams and should possess good interpersonal and communication skills, have the ability to engage with a wide range of people, and also have good organisation and IT skills

**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.:**

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) in Engineering, and

(b) possess a high standard of technical training and experience

***Applications from persons who complete their course of studies in 2022 will be accepted. Any offer of employment will be subject to receipt of documentary evidence of having completed all examinations and attaining the required qualification.***

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| **Duties & Responsibilities** |

The key duties and responsibilities of the post of Graduate Engineer include:-

* 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
* working as part of a team developing the implementation of civil engineering and multi-disciplinary programmes across the service areas
* the implementation of projects and the supervision and contract administration of construction / operations / maintenance works
* preparing and monitoring programmes and budgets to ensure that works are implemented on time and on budget
* preparation of reports as required
* complying with Health and Safety legislation and procurement rules
* carrying out work in line with best asset management practices
* maintaining good records
* 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 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 of Graduate Engineer
* Relevant experience of value
* Problem Solving and Decision Making skills
* Interpersonal/Communication Skills
* Knowledge an understanding of the functions of Local Government
* A strong customer service ethos
* Experience of working as part of a team

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 Form is 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 and must be received before **5.00pm on Thursday, 07 July 2022.**

Please ensure that **Graduate Engineer** 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

**IS FOSTAITHEOIR COMHDHEISEANNA Í CHOMHAIRLE CONTAE CHIARRAÍ**