

Comhairle Chontae na Gaillimhe  
**GALWAY COUNTY COUNCIL**

**POST OF ENVIRONMENTAL (LABORATORY) TECHNICIAN GRADE II**  
**QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT**

**JOB SPECIFICATION – initial assignment to Luimnagh Water Treatment Plant**

Luimnagh Water Treatment Plant is the largest water treatment plant in County Galway. The Plant produces up to 48,000m<sup>3</sup> per day. Process control is critically important to the production of quality water at the plant at all times. Consequently analysis of samples from the various stages of the treatment process and along the network is one of the core activities of the laboratory with the treatment plant. Water samples are analysed daily, weekly and annually with a wide range of sophisticated analytical instrumentation at the site laboratory. The drinking water to consumers is analysed to ensure compliance with national and EU requirements. In addition samples from the extensive network being fed from Luimnagh are tested weekly among with the reservoirs feeding the distribution. The initial assignment is to Luimnagh Water Treatment Plant.

**1. CHARACTER**

Candidates shall be of good character, and character referees shall be sought.

**2. QUALIFYING AND RETIREMENT AGE**

If a candidate is an existing employee within the public service, the minimum retirement age is 60 and a compulsory retirement age of 65 applies. If a candidate is a new entrant to the public service, the minimum retirement age is 65 and no compulsory retirement age applies.

**3. 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.

**4. EDUCATION AND EXPERIENCE**

Each candidate must –

**1.**

(a) have passed the N.C.E.A. / H.E.T.A.C National Certificate Final Examination in Science in Applied Biology, or in Science in Applied Chemistry,  
or

hold an equivalent qualification  
or

(b) have satisfactory service, immediately preceding the latest date for receipt of completed application forms, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State, and

**2.** Though not essential previous experience in water and wastewater services and water chemistry would be an advantage.

**5. DRIVERS LICENCE**

Holders of the office shall hold a full driving licence for Class B vehicles and, shall provide and maintain their own car and be a competent driver. Where a candidate does not hold a full Class B licence at application stage, he/she shall be expected to attain same within a six-month period from date of appointment.

## **6. NATURE OF EMPLOYMENT**

The post is whole-time, permanent and pensionable. For persons who are not already permanent local authority employees, employment is subject to a probationary period of one year and candidates shall cease to be employed at the end of this period unless the County Manager has certified that the service of such person is satisfactory. The initial assignment for this post is to Luimnagh Water Treatment Plant.

## **7. SALARY**

The current salary scale ranges from €24,739 - €33,869 per annum plus long service increments and entry to the scale shall be determined having regard to Departmental Circulars. The salary scale is subject to agreed increases and decreases. Travelling expenses are also payable for expenses incurred in carrying out official duties. Holders of the post shall pay to the local authority any fees or other monies (other than their salary) payable to or received by them by virtue of their official duties.

## **8. SUPERANNUATION**

### **PRSI – CLASS A**

Persons who become pensionable employees of a local authority on or after 6th April, 1995, are liable to pay the Class A rate of PRSI contribution. In effect, this means that the superannuation benefits of these pensionable officers take account of the appropriate benefits payable under the Social Welfare Acts, i.e. Old-Age Pension.

Class A PRSI members are required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

### **PRSI – CLASS D**

Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution (i.e. those appointed prior to 6/4/95) are required in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration. This means that all of their pension benefits are paid directly by the local authority.

All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme. Membership of the Superannuation scheme is compulsory.

## **9. DUTIES**

The duties of the office are to give the local authority and

- (a) such other local authorities or bodies for which the Manager for the purposes of the City and County Management Acts, is Manager, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such environmental and other technical services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate officer in the supervision of such services of any of the foregoing local authorities or

bodies and, when required to do so, to perform the duty of acting for a Technician of higher rank during the absence of such officer of higher rank. Holders of the office may be assigned to work in all appropriate areas in the course of their employment. However the initial assignment is to Luimnagh Water Treatment plant.

*Other duties will include:*

- (A) Scheduling and analyzing samples from the Luimnagh Water Treatment Plant, the raw water source, the complete network and the reservoirs on the network and the Water Treatment Plants in the Northern Division.
- (B) Carrying out wet chemical analyses using conventional techniques e.g. pH, conductivity, colour, turbidity, hardness, alkalinity, fluoride and chlorine.
- (C) Carrying out modern instrumental analyses e.g. UV, total organic carbon.
- (D) Calibration and maintenance of instruments both automatic and hand held.
- (E) Managing and maintaining the on site laboratory.
- (F) Computerisation of data within the Laboratory Information Management System.
- (G) Working to achieve accreditation standards for the onsite laboratory.
- (H) Operate and Manage the Luimnagh Water Treatment Plant as required.
- (I) Such other duties as may be assigned to the officer from time to time.

#### **10. RESIDENCE**

Holders of the post must reside within 20 km road radius of Luimnagh Water Treatment Plant in which their initial duties are to be performed. Galway County Council reserves the right to assign you to any premises in use by the Council now or in the future.

#### **11. RECRUITMENT AND SELECTION**

The appointment will be made on the result of an interview conducted by, or on behalf of Galway County Council. The Local Authority may decide, by reason of the number of persons seeking admission to the competition to carry out a shortlisting procedure. Candidates may be shortlisted on the basis of residence, relevance and extent of their previous experience and these applicants only will be called for interview.

#### **12. ACCEPTANCE OF OFFER OF EMPLOYMENT**

The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.

#### **13. PROBATION**

For persons who are not already permanent local authority employees, employment is subject to a probationary period of one year and candidates shall cease to be employed at the end of this period unless the County Manager has certified that the service of such person is satisfactory.

#### **14. ATTENDANCE**

The person appointed will be required to work their full hours over 5 days which will normally be Monday to Friday but may necessitate working alternative hours including at weekends and public holidays.

The normal working week is 32hours 55 minutes, with normal hours of work being from 9.10 a.m. to 12.55 p.m. and 2.10 p.m. to 5.00 p.m. Monday to Friday. All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. An electronic Time & Attendance system is in place to record all hours and days worked by staff members which you are required to use.

<p>You must submit the following with your application: <b><i>Copy of Qualification &amp; Copy of driving licence</i></b></p>
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## **CODE OF PRACTICE ON** **RECRUITMENT AND SELECTION PROCEDURES**

### **GENERAL PRINCIPLES**

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

### **ADVERTISING**

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are advertised in at least 1 national and 1 local newspaper, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

### **LEGISLATION**

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts.
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

### **WHAT ARE YOUR RESPONSIBILITIES?**

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (eg. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their

candidature, will have no further claim for consideration in the recruitment process for that vacancy.

- *Integrity and Fairness* – this comprises four main issues:
  - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking
  - Candidates must not knowingly provide false information on their application
  - No other person may impersonate or represent a candidate at any stage of a selection process
  - Candidates must not interfere with or compromise the process in any way

Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board **or**
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.

- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

## **GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**