



## **Role Specification, Qualifications & Particulars**

### **Assistant Resident Engineer Competition No: 19/100**

**Closing Date: 4:00 p.m. on Friday 10<sup>th</sup>, January, 2020**

Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for **Assistant Resident Engineer** may be filled.

**The information in this document is specific to the role and should be read in conjunction with Cork County Council's Candidate Information Booklet ([link](#))**

## **SECTION 1:                      ROLE**

Cork County Council requires Assistant Resident Engineers to supervise construction works on a number of upcoming capital projects in the Cork County area. Projects are likely to include:

### **Roads**

Cork County Council requires Assistant Resident Engineers to join their Site Supervisory Teams for a number of upcoming road construction/improvement projects in the Cork County area. At the date of publication of this notice, the timing and staff requirements for the above projects have not been finalised and may be subject to further approvals. Projects are likely to include:

#### **i.     N22 Baile Bhuirne Macroom Road Development**

The N22 Baile Bhuirne Macroom Road Development consists of a high quality road for this strategic route, along a 22 km route corridor which commences to the west of Ballyvourney at Slieverueagh, and ends at Coolcour, approximately 2km south of Macroom. The Main Construction Contract was awarded in October 2019.

#### **ii.    Dunkettle Interchange Project**

The Dunkettle Interchange forms the junction between the M8 Cork/Dublin motorway, the N25 Cork/Rosslare National Primary Route, the N40 Cork City South Ring and the N8 Cork City to Dunkettle National Primary Route. The existing Interchange is adjacent to the Jack Lynch Tunnel, it is traffic light controlled and is prone to congestion particularly at peak hour. The proposed development will include significant modifications to the existing interchange facilitated by advance works and the main construction contract. On completion, all of the main movements through the interchange area will effectively be on a free flow basis.

#### **iii.    M28 Cork to Ringaskiddy Motorway**

The existing N28 is predominantly a single carriageway road and suffers from significant congestion leading to considerable delays and queuing at peak times at certain locations. The road does not have the capacity to cater for current traffic volumes at peak times or future expected increases in traffic.

The M28 Cork to Ringaskiddy Project is the upgrade of approximately 12.5km of the N28 National Primary Route from the N40 South Ring Road, at Bloomfield Interchange, to Ringaskiddy, Co. Cork.

#### **iv. National Road Pavement and Minor Works Projects**

The projects will be progressed throughout the county over the coming years on the National Road Network, involving improvement, pavement and resurfacing works.

## **SECTION 2: DUTIES**

The Assistant Resident Engineer shall be part of a team responsible for the on-site supervision of the construction stage of the contract and shall perform the duties allocated on site by the Senior Resident Engineer or any person designated by the Council's Senior Engineer. The Assistant Resident Engineer shall report directly to the Council's Senior Engineer (the Employer's Representative).

On site, the Assistant Resident Engineer shall report to the Senior Resident Engineer, or any other person designated by the Council's Senior Engineer.

The Assistant Resident Engineer shall as appropriate also report as follows: –

Within the local authority, the relevant Director of Services or any other person designated by the Director of Services in the discharge of his/her duties.

The Assistant Resident Engineer's duties shall include but are not limited to the following;

- a. Organise and phase duties of staff to ensure adequate supervision at all times during construction works on the site.
- b. Keep a comprehensive diary constituting a detailed work history of construction work and significant happenings on the site.
- c. Ensure 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.
- d. Ensure that all day work records and all variations from specification are approved and documented prior to execution.
- e. Keep record of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub-contractors and landowners.
- f. Attend, with other necessary site supervisory staff as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel.
- g. Keep other site supervisory staff informed on matters which may influence their work.
- h. Assist with the administration of the various Advance Works Contracts (Capital Works Management Framework Public Works Contracts)

- i. Be 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 –
  - i. A safe place of work and safe access and egress to a place of work
  - ii. A safe system of work
  - iii. Safe plant and machinery
  - iv. Appropriate personnel protective equipment
  - v. Arrangements for the welfare of employees
- j. Liaise with Local Authorities, Department of Transport, Tourism and Sport, Department of Housing, Planning, and Local Government, Transport Infrastructure Ireland (TII), Córas Iompair Éireann (CIÉ), statutory undertakers and stakeholders as required.
- k. Carry out such further instructions of the Cork County Council insofar as they are deemed appropriate for the satisfactory supervision of structural and civil engineering works undertaken by the Local Authority, as agent for Transport Infrastructure Ireland and the Department of Transport, Tourism and Sport.
- l. Any other duties as assigned by the Council's Senior Engineer, and Senior Resident Engineer.

## **SECTION 3: ELIGIBILITY CRITERIA / QUALIFICATIONS**

### **1. Character**

Each candidate must be of good character.

### **2. 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.

### **3. Education, Training, Experience etc.**

Candidates shall on the latest date for receipt of completed application forms for the office:

- a) hold an honours degree (level 8 in the National Framework of Qualifications) in Engineering;
- (b) have at least three years' satisfactory relevant engineering experience; and
- (c) possess a high standard of technical training and experience.

***The Minister for Housing, Planning & Local Government has deemed that qualifications for Assistant Resident Engineer to be commensurate with those of Assistant Engineer.***

#### **4. Essential Skills**

The ideal candidate should possess:

- Not less than one year, satisfactory experience in civil engineering work.
- Be capable of dealing efficiently with the range of engineering work undertaken by a local authority.

Candidates should also ideally have:

- experience in the project management, on-site supervision or contract administration of civil engineering and/or structural works;
- Be capable of dealing efficiently with the range of engineering work undertaken by a local authority;
- proficiency in AutoCAD, familiarity with MapInfo would be beneficial;
- proficiency in the Microsoft Office Suite, including Word, Outlook, PowerPoint and Excel;
- detailed experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the PSCS, PSDP, Designer and Contractor are implemented across the project;
- knowledge and experience of civil engineering measurement and materials quality control;
- familiarity with and experience of ensuring compliance with project environmental commitments including habitat protection, implementation of mitigation measures and construction related environmental management;
- proven ability to:
  - Successfully deliver civil engineering construction projects
  - Proactively Manage construction contracts to minimise delay, disruption and cost overrun and to ensure that works are completed in accordance with design requirements
  - Supervise all aspects of road construction works;
  - Liaise with landowners and other stakeholders and assist with any interactions that are necessary in relation to outstanding land acquisition procedures and ongoing accommodation works;
  - Prepare clear and concise reports ;
  - Maintain accurate records;
  - Create and develop good working relationships within and across teams ;
  - Set own high standards of performance and deliver desired results ;
  - Learn new tasks quickly, remember information and gather data for effective decision making.
- Experience of working as part of a multi-disciplinary project team;
- Excellent interpersonal skills;
- Good verbal and written communication skills;
- Ability to receive and act on feedback given;
- Hold a full clean current driving licence;
- Have a current Safe Pass Card.

#### 4. Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004. A candidate who is not classified as a new entrant must be under 70 years of age.

#### 5. Transport

Holders of the office shall hold a full driving licence for Class B Vehicles and when required to do so, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

### SECTION 4: COMPETENCIES

This is a competency based competition and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates will be expected to demonstrate **sufficient evidence within their application form** of competence under each competency. **Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form. A candidate must possess the following competencies:-**

<b>Analysis &amp; Decision Making</b>	<ul style="list-style-type: none"><li>• Is skilled at policy analysis and development, challenging the established wisdom and adopting an open-minded approach.</li><li>• Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral).</li><li>• Uses numerical data skilfully to understand and evaluate business issues.</li><li>• Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions.</li><li>• Sees the logical implications of taking a particular position on an issue.</li><li>• Is resourceful and creative, generating original approaches when solving problems and making decision.</li></ul>
<b>Delivery of Results</b>	<ul style="list-style-type: none"><li>• Assumes personal responsibility for and delivers on agreed objectives/goals.</li><li>• Manages and progresses multiple projects and work activities successfully.</li><li>• Accurately estimates time parameters for projects and manages own time efficiently, anticipating</li></ul>

	<p>obstacles and making contingencies for overcoming these.</p> <ul style="list-style-type: none"> <li>• Maintains a strong focus on meeting the needs of customers at all times.</li> <li>• Ensures all outputs are delivered to a high standard and in an efficient manner.</li> <li>• Uses resources effectively, at all times challenging processes to improve efficiencies.</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Communicates in a fluent, logical, clear and convincing manner verbally and in writing.</li> <li>• Is able to listen effectively and develop a two-way dialogue quickly.</li> <li>• Maintains a strong focus on meeting the needs of internal and external customers.</li> <li>• Effectively influences others to take action.</li> <li>• Works to establish mutual understanding to allow for collaborative working.</li> <li>• Works effectively.</li> </ul>
<b>Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>• Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/organisation.</li> <li>• Develops the expertise necessary to carry out the role to a high standard and shares this with others.</li> <li>• Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/or wider public service.</li> <li>• Consistently reviews own performance and sets self challenging goals and targets.</li> <li>• Has significant expertise in his/her field that is recognised and utilised by colleagues.</li> </ul>

## **SECTION 5: TENURE**

The contract duration will be a minimum of 36 months and is subject to the continuing availability of funding. The office is wholetime, temporary and pensionable.

A panel may be formed to fill this position and any future vacancies for Assistant Resident Engineer which may arise during the lifetime of the panel. Appointment to Cork County Council is governed by the Public Service Management (Recruitment and Appointments) Act 2004.

## **SECTION 6: SALARY**

The salary shall be **€62,574** per annum and shall be fully inclusive.

A taxable site allowance may also be payable in respect of travel expenses and subsistence in accordance with Cork County Council and Departmental policy for payment of Site Allowance.

Rate of remuneration may be adjusted from time to time in line with Government Policy

## **SECTION 7: LOCATION OF POST**

The base for working purposes shall be the work site or as determined by Cork County Council

Cork County Council reserves the right to assign you to any department, premises or district in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or compensation.

The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

## **SECTION 8: WORKING HOURS**

Daily hours of work will be the contractor's hours including night-time and weekend. Start and finish times shall be flexible and determined by the requirements of the project and by such duties as are assigned

## **SECTION 9: ANNUAL LEAVE**

The current annual leave entitlement is 30 days per annum. Cork County Council's leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977(as amended).