



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

### **Sanitary Caretaker – Grade 5 Water Services – Zone 4 Competition No: 20-041**

**Closing Date: 4:00 p.m. on 15<sup>th</sup> June 2020**

Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for **Sanitary Caretaker – Grade 5 (Water Services) Zone 4** 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: THE ROLE**

Cork County Council is seeking applications from suitably qualified candidates with relevant experience, who wish to be considered for inclusion on a panel from which vacancies for Sanitary Caretaker Grade 5 - Water Services - Zone 4 may be filled.

The Caretaker will have responsibility for the operation and maintenance of Drinking Water and/or Waste Water Schemes/Networks in the region as assigned to him/her from time to time, under the supervision of the Water Services, Senior Executive Engineer or such other designated officer, including future augmentation of existing and/or additional schemes/networks in the area.

## **SECTION 2: DUTIES**

### **Drinking Water:**

1. The Caretaker will be responsible for all aspects of the day to day operation and maintenance of the water schemes assigned to him/her; including sources, treatment plants, watermains, reservoirs, pumping stations, and any extensions thereto including existing and new group/rural schemes (when taken over) and any new reservoirs/pumphouses, networks or other installations that may be added to the schemes.
2. The Caretaker will check and record daily or at agreed intervals that all treatment processes and chemical dosing systems are operating correctly and that the required standards of treatment are being achieved and visit them as required to carry out necessary maintenance, top up chemicals etc.
3. The Caretaker shall be responsible for the efficient and timely ordering of chemicals and other consumables required for discharge of his/her duties.
4. The Caretaker will keep records of inspections and tests including pressures, flows, water quality, water levels, power consumption, pumping hours, night flows, maintenances schedules etc in all schemes as required or directed. The Caretaker will undertake daily inspections of pumping stations, treatment units, reservoirs etc as directed. The Caretaker will comply with any new recording procedures developed as directed to him/her.

5. The Caretaker will observe official procedures for applications for new connections to the system and report on applications for connections to the system. The Caretaker will supervise any new installations on the system and he/she shall report all faults immediately to the Engineer or other such designated officer. He/she will check for, prevent and report any unauthorised connections which have been made to the public services. The Caretaker will undertake monitoring of new pipelines including testing, commissioning and disinfection.
6. Regularly travel and inspect every pipeline, reservoir, pumphouse, and any other installation under his/her supervision.
7. Arrange and supervise the immediate repair of burst watermains, or faults in water treatment and pumping equipment or other equipment on all schemes under his/her supervision.
8. The Caretaker shall carry out regular flushing of watermains regularly at scour valves and at hydrants in a safe manner. The caretaker shall be responsible for risk assessing the operation of flushing of watermains and arranging traffic management as required. The Caretaker will carry out prescribed tests at any/all stages of the Treatment process including any future testing required to comply with Irish Water (I.W.), E.P.A. & H.S.E. requirements. Carry out water quality testing as directed including daily chlorine residual tests. The Caretaker shall carry out regular inspections of Reservoirs and Balance tanks and shall ensure that they are maintained in good order and cleaned to a schedule as agreed with the Engineer or other such designated officer and shall assist in the cleaning operation. All valve and fire hydrant covers to be inspected regularly and condition recorded. Report any defects immediately. Ensure all covers are exposed and properly marked. The holder of the post shall ensure that all valves are easily accessible at all times and be responsible for inspecting and keeping fire hydrant chambers free of silt and mud etc. at all times and for regular inspection of pipework and scour outfalls. Record condition and report any defects.
9. Erect and maintain marker posts. All valve covers and marker posts to be painted white. Fire hydrant covers and marker posts to be painted bright yellow and repeated as required.
10. Ensure a good standard of housekeeping and facilitate general maintenance of all sites and installations including: painting as required, all locks, hinges etc. kept well oiled and in good condition; keeping plant and grounds clean, grass cutting, regular inspections and repairs of fencing. Record condition and report faults. The Caretaker shall ensure that all plant buildings, railings, walls, etc., are kept clean and painted as required.

11. Assist fire brigade when required to identify locations of hydrants and watermains. Liaise with ESB personnel, other utilities, staff of industries served by the plant, Council staff, Laboratory Staff, including attending and assisting plumbers as required.
12. Read all bulk meters on the main pipelines daily or weekly, as directed by Supervisor/Engineer and record the figures in a log book or electronic notebook/computer to be provided by the County Council and submit weekly reports of readings.
13. The control and detection of leakage and waste in the system at all times. Carry out regular leakage surveys [including night surveys and step tests as required]. Liaise with Water Conservation Project team. Any leaks found at any time in any mains or services, tanks or fittings to be reported immediately to the Supervisor/Engineer.
14. Prevent any waste of water by customers. Issue of Wastage Notices to customers where wastage is known to be occurring. Serve notices as may be required on customers and to ensure that bye-laws pertaining to water supplies are adhered to.
15. Attend in all cases and assist the plumbers or fitters in the disconnection of individual water supplies.
16. Notify customers in advance of any planned shutdown of a water supply. In the event of a loss of supply, the holder of the post shall be responsible for making notification to relevant complaints office to comply with Irish Water Protocols on notification of unexpected loss in supply with updates on expected repair schedule and implementing the relevant Irish Water protocol.
17. Attend training programmes from time to time as specified by the Engineer or other such designated officer.
18. Utilise computer and telemetry systems to monitor and control reservoirs, pumphouses, flows, pressures etc. as directed by the Supervisor or Engineer. The Caretaker shall also engage with any new developments in the telemetry system and new functionality added to any facility. Respond to alarms generated by these systems, day or night and act accordingly to rectify cause of alarm in accordance with procedures agreed with union representatives.

19. The Caretaker shall maintain a diary at each plant/scheme to include the following:

- Inflow / Outflow
- Records of Dosage Levels
- Records of Filter/Reservoir Cleaning
- Test results for Water Quality tests
- Record of materials/waste on/off site
- Mechanical maintenance/records of malfunctions
- Records of personnel/contractors on site
- Records of energy usage and verification of energy bills
- Use of computer if required to maintain records
- Use of monitoring/testing equipment
- The Caretaker shall carry out readings on metered supplies as required

20. The Caretaker will also be responsible for the maintenance of all future developments or additions to Water Supply Schemes in their Region.

21. The Caretaker assigned will also be responsible for the maintenance of all future developments or additions to Water Supply Schemes in the Region

22. The Caretaker will be required to induct visitors onto sites under his/her control, as required.

23. The Caretaker shall make himself/herself available at all times to carry out site inspections with County Council Engineering Staff, Irish Water Staff and inspectors from statutory authorities (EPA, HSE etc).

24. These Duties may be subject to change in line with Cork County Council's organisational review/restructuring.

25. The Caretaker shall be responsible for the general maintenance and housekeeping of all sites under their control to include for any grass cutting, weed spraying, powerhosing, general housekeeping, painting, plant lubrication or other general maintenance as deemed necessary for the upkeep of the Water Treatment Plants and/or Pumping Station Grounds by the Executive Engineer and/or Senior Executive Engineer, Water Operations. The Caretaker shall regularly inspect the condition of boundary fences and report any faults to the Executive Engineer and/or Senior Executive Engineer, Water Operations.

26. All roads and pathways should be kept clean and tidy and the grassed areas shall be cut regularly and kept free from weed growth. The caretaker shall ensure that all plant buildings etc are kept clean and painted as required.

27. Or other such duties which may be assigned to the Caretaker from time to time.

**Wastewater:**

28. The Caretaker will be responsible for all aspects of the day to day operation and maintenance of the sewerage schemes assigned to him/her; including treatment plants, sewer network/collection systems, pumping stations, and any extensions thereto including existing and new group schemes (when taken over) and any new pump houses or other installations that may be added to the schemes.

29. The Caretaker will check and record daily that all treatment processes and chemical dosing systems are operating correctly and that the required standards of treatment are being achieved and visit them as required to carry out necessary maintenance, top up chemicals etc.

30. The Caretaker shall be responsible for the efficient and timely ordering of chemicals and other consumables required for discharge of his/her duties.

31. The Caretaker will keep records of inspections and tests including pressures, flows, quality, power consumption, pumping hours, maintenances schedules etc, in all schemes as required or directed. The Caretaker will undertake daily inspections of pumping stations, treatment units etc. as follows or as directed.

- Removal of screenings.
- Regular removal of detritus.
- Check motors and rotors for unusual noises, vibrating or overheating.
- Daily maintenance checks as directed.
- Maintain inspection logs for entire system — containing records, readings of hour-meters, checks carried out, and records as laid down in operating and maintenance manuals. Records. Diaries, cost efficiency of plants and cost control to be maintained for inspection at works.

32. The Caretaker shall, in an emergency, report to the Executive Engineer or appropriate official, any malfunction of mechanical plant or incidents of overflow of untreated wastewater to surface waters.

33. The Caretaker will comply with any new recording procedures developed as directed to him/her.

34. The Caretaker will carry out prescribed tests at any/all stages of the Treatment process including any future testing required to comply with Irish Water (I.W.), E.P.A. & H.S.E. requirements.
35. The Caretaker will observe official procedures for applications for new connections to the sewer systems and report on applications for connections to the system. The Caretaker will supervise any new installations on the system and he/she shall report all faults immediately to the Engineer. He/she will check for, prevent and report any unauthorised connections which have been made to the public services. The Caretaker will undertake monitoring of new pipelines including testing and commissioning.
36. The caretaker shall carry out investigation of customer complaints in relation to sewer blockages or other issues and record results of investigation on hand held device as required.
37. To deal with queries and complaints from members of the public in a courteous, prompt and efficient manner and to keep the Line Manager/Assistant/ Executive or Senior Executive Engineer or other Supervisor informed of such dealings.
38. To ensure Council operated machinery is maintained appropriately and to be responsible for maintenance of stocks of supplies to suitable levels.
39. He/She will be required to drive a Council van in the course of his/her duties.
40. The holder of the post shall investigate queries/issues arising from Irish Water's Water Billing Unit as requested by the Engineer.
41. The Caretaker shall be responsible for the maintenance of the foul and combined sewerage collection systems for the agglomerations under his/her control. This shall include investigating complaints, providing response to all blocked sewers, manholes etc. and unblocking by way of rodding where possible. Where mechanical / pressurised assistance is required in this function, contact should be made with the General Services Supervisor and/or the Executive Engineer, Wastewater Networks to arrange same.
42. Arrange and supervise the immediate repair of burst sewers, or faults in sewerage network or other equipment. The caretaker shall carry out the rodding or clearing of public sewers in the systems and/or liaising with specialist contractors to carry out repair/remediation works.

43. The Caretaker shall be responsible for the maintenance and updating of records associated with foul and combined sewerage collections systems to include sewer and manhole locations etc.
44. The Caretaker shall regularly inspect the collection systems and report any defects associated with the collection systems including sewers, manholes, covers, etc. to the General Services Supervisor and/or the Executive Engineer Wastewater Networks as appropriate.
45. All valve covers/manholes covers are to be inspected regularly and condition recorded. Report any defects immediately. Ensure all covers are exposed and properly marked. The holder of the post shall ensure that all valves are easily accessible at all times. Record condition and report any defects to the relevant Engineer or other such designated officer. Each manhole cover in the systems to be removed at least twice yearly for inspection of the manhole and any sludge or other accumulation to be brushed off the benching. The channels in each manhole to be brushed down.
46. Liaise with ESB personnel, other utilities, staff of industries served by the plant, Council staff, Laboratory Staff, including attending and assisting plumbers as required.
47. Read all bulk meters on the main pipelines daily or weekly, as directed by Supervisor/Engineer and record the figures in a log book or electronic notebook/computer to be provided by the County Council and submit weekly reports of readings.
48. Ensure good standard of housekeeping and facilitate general maintenance of all sites and installations including: wood and iron work to be painted, all locks, hinges etc. kept well oiled and in good condition; keeping plant and grounds clean, grass cutting, regular inspections and repairs of fencing. Record condition and report faults.
49. The Caretaker shall provide information to third parties as required, in relation to infrastructure performance condition and accommodate site visits and/or third part inspections by persons working on behalf of Cork County Council/Irish Water.
50. The Caretaker must submit written reports to the Supervisor or Engineer as requested.
51. The Caretaker shall forward details of any electricity supply outages to the Executive Engineer and/or Senior Executive Engineer, Wastewater Operations, Cork County Council as required.



52. The Caretaker shall undertake regular inspections of outfalls and stormwater overflows associated with Wastewater Schemes under his/her controls.
53. The Caretaker shall be responsible for reporting any broken railings or other damaged safety features etc. to the Executive Engineer and/or Senior Executive Engineer, Wastewater Operations and shall be responsible for the implementation and monitoring of safe work practices within the WWTP's, Pumping Station Sites and Collections Systems.
54. Attend training programmes from time to time as specified by the Engineer.
55. Utilise computer and telemetry systems to monitor and control collection stations, pump houses, flows, pressures etc. as directed by Supervisor or Engineer. The Caretaker shall also engage with any new developments in the telemetry system and new functionality added to any facility. Respond to alarms generated by these systems, day or night and act accordingly to rectify cause of alarm in accordance with procedures agreed with union representatives. The Caretaker will be required use new technology as Irish Water in conjunction with the Local Authority upgrades its systems from time to time.
56. He/She will be required to operate an Irish Water Handheld Unit, to monitor work orders, liaise with curators and close out work orders on the system.
57. He/She will be required to operate all equipment provided, including any new technology which may be introduced in the future.
58. The successful candidate is to perform such other duties as may be assigned by the Council from time to time in order to comply with Service Level Agreement established with Irish Water.
59. Cork County Council is engaged in a Service Level Agreement with Irish Water for operation and maintenance of water services assets. Accordingly, it is envisaged that the water services industry in general will undergo substantial transformation and the duties of the holder of this post will change in line with the transformation being undertaken.
60. The Caretaker will also be responsible for all future developments or additions to Waste Water Supply Schemes in their Region.
61. The Caretaker shall make himself/herself available at all times to carry out site inspections with County Council Engineering Staff, Irish Water Staff and inspectors from statutory authorities (EPA, HSE).
62. He/She will be required to carry out duties involving manual labour.

63. The successful candidate is to perform such other duties as may be assigned by Cork County Council from time to time in order to comply with Service Level Agreement established with Irish Water or to maintain any services required by the Council.
64. The Council will provide the Caretaker with a mobile phone to ensure timely reporting of any problems arising and to facilitate automated alarm systems in accordance with the relevant union agreements.
65. The Caretaker will be provided with a handheld device and will be required to input responses on this device to customer queries and respond to scheduled Work orders as required. Training will be provided.
66. Safety: The Caretaker must comply fully with any safety statements, policy and directives in force from time to time, and wear protective clothing, footwear and other equipment issued. The caretaker shall make themselves available for all necessary training and meetings to enable satisfactory performance of their duties.
67. The Caretaker will comply with the requirements of protocols for waste water and drinking water operations as agreed from time to time between the Council and Irish Water.
68. The successful applicant will be required to reside in the area in which the duties of the post are to be performed or at a location acceptable to the Council.
69. The Caretaker will be required to cover for other Caretakers as required from time to time.
70. Any other duties as may be assigned from time to time.

**These Duties may be subject to change in line with Cork County Council's organisational review/restructuring.**

**NOTE: As this is a competition to create a panel from which current and future vacancies will be filled, the vacant positions are unknown (i.e. scheme locations) at present, the exact detail of the initial assignment cannot be determined. Therefore the above are general duties for the successful candidate in either a Water or Wastewater role. However as the vacant positions arises throughout the lifetime of proposed panel, CCC will issue a detailed contract and job description before finalisation of the successful candidates appointment.**

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

### **1. Character**

Each candidate must be of good character.

### **2. Health**

Each Candidate must be in a state of good health and not suffering from any illness that would render him/her unsuitable or unable to hold the position.

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

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

1. Hold a full current Category "B" European Community Model Driving Licence free from endorsement.
2. Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately quantities of work done.

### **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.

## **SECTION 4: TENURE**

The position is fulltime and pensionable. This panel will be used to fill both Temporary and Permanent posts as they arise.

## **SECTION 5: SALARY**

The initial wage is €678.28 basic per week (point 1) on assignment, rising after training and satisfactory service by annual increments to €738.88 basic per week (point 10). This wage is fully inclusive, no overtime being paid or Time in Lieu allowed. Weekend allowance will also be paid, in circumstances where regular weekend working is required. The council will supply a van for use in connection with the work, which will be fitted with a GPS system and which will be monitored regularly.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government.

Where there is an increment entitlement, increments are paid subject to satisfactory attendance, conduct and performance.

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

## **SECTION 6: LOCATION OF POST**

The main work base will be Water Services Zone 4 (See Map below) and may be at any of the following locations: Millstreet, Boherbue, Newmarket, Kanturk, Charleville, Freemount, Mallow, Drommahane, Castletownroche, Mitchelstown, Kilworth, Fermoy, Castlelyons, Rathcormack or Watergrasshill for the Caretaker will be assigned depending on the particular Water/Wastewater Schemes which he/she has been assigned (except when covering for another Caretaker) under the supervision of the Senior Executive Engineer, Water Services or other such designated officer.

You will be required to attend at your work base daily and to complete an attendance record.

The successful applicant will be required to reside in the area in which the duties of the post are to be performed or at a location acceptable to the Council.



## **SECTION 7: WORKING HOURS**

The hours of duty are 40 hours per week. In accordance with the Supplementary Agreement with SIPTU for Water Curators due to your involvement in the provision of essential public services on a continuous basis and the need to be available at all times to maintain an efficient vital public service specific hours of work on specific days cannot be laid down.

The typical roster will be as follows:

- Monday to Friday – 36 hours
- Saturday – 2 hours (before 12 midday)
- Sunday – 2 hours (after 12 midday)

You will be required to attend at breaks/emergencies as dictated by the necessity to ensure continuity of service.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

## **SECTION 8: ANNUAL LEAVE**

The current annual leave entitlement is 36 days per annum on a pro-rata basis for period worked (1 week's holiday = 7 days annual leave). Notice of intention to take leave shall be given to the council at least two weeks before proposed leave commences.

Cork County Council's leave year runs from 1st January to 31st 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).