



Comhairle Contae
Ros Comáin
Roscommon
County Council



Candidate Information Booklet

ENVIRONMENTAL TECHNICIAN GRADE I

(This competition is to create a Panel from which future temporary and permanent vacancies may be filled)

Closing Date: 4pm – Thursday, 9th October 2025

Roscommon County Council is committed to a policy of equal opportunity.

The Competition

The purpose of this recruitment campaign is to form a panel for Roscommon County Council from which posts may be filled at Environmental Technician Grade I level.

The Position

The Environmental Technician Grade I is a key support position within the Council and may be assigned to work in appropriate areas in the course of their employment.

The Environmental Technician Grade I will work under the direction and supervision of the appropriate line manager. The role involves the provision of technical services and support to managers and colleagues and working as part of a team in meeting work goals and objectives and delivering quality services to internal and external customers.

Typical assignments may include Environment Section and Laboratory.

ENVIRONMENTAL TECHNICIAN GRADE I

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

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

- (a) (i) 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
and
(ii) have at least three years' satisfactory relevant experience after attaining the qualification concerned.

or

Fulfil the following requirements

- (i) have, satisfactory relevant experience in a technician post at Grade II level or in an analogous post under a local authority or health board in the State
and
(iii) have at least three years' satisfactory relevant experience in a technician post at Grade II level or in an analogous post,
or
(iii) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State

- (b) Possess adequate staff training or experience relating to the control and supervision of staff.

Candidates should hold a current full clean driving licence.

4. Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

5. Desirable Skills

The ideal candidate will:

- Demonstrate a strong ability in the following areas: - Delivering Results, Personal Performance and Personal Effectiveness.
- Have appropriate ICT skills, e.g. proficiency in Word, Excel, other computer programmes particular to specific project work, e-mail etc.
- Have the knowledge and skills to undertake duties, including the ability to: take direction/follow instructions.
- Organise and prioritise work effectively.
- Work well with the public and colleagues.
- Be flexible in their approach to work.
- Be able to communicate effectively in a clear and concise manner.
- Have strong relevant technical capability.
- Have a strong sense of ownership of their work and attention to detail.
- Have a strong sense of innovation and problem solving.
- Have an awareness of IT Networks and GIS Platforms.
- Work equally well as part of a team or on their own initiative.
- Have a strong foundation and ability in the use of technology, and a proven record in the review and introduction of new technology.
- Have a track record of achievement and delivery of results.
- Have a knowledge of GDPR and its application in a GIS environment.

Environmental Technician Grade 1 - Laboratory

- Experience working in an ISO 17025:2017 accredited laboratory;

Environmental Technician Grade 1 – Environment

- An understanding the investigation of complaints under various environmental regulations
- An understanding of evidence gathering, chain of custody in the event legal proceedings are instigated;
- Knowledge of environmental legislation and EPA guidance;
- A good knowledge of water quality issues;
- Experience in problem solving and investigative techniques for pollution incidents.

Duties

The duties may include but are not limited to the following:

Environmental Technician Grade 1 - Laboratory

- Conduct sampling of drinking water, surface water and wastewater using appropriate sampling techniques
- Preparation of samples for analysis in the Laboratory
- Analysis of nutrients in drinking water/surface water/wastewater using an automated UV – Vis spectrophotometer
- Sampling, monitoring and analysis of public and private drinking water, wastewater treatment facilities, licensed facilities.
- Troubleshooting and diagnosing analytical issues with these instruments
- Undertaking general chemical analysis using electrochemical methods (e.g. pH, conductivity)
- Performing conventional chemical analysis using gravimetric & volumetric analytical methods (e.g. suspended solids)
- Using photometric methods of analysis (e.g. BOD, Turbidity)
- Participating in proficiency testing for chemical analysis (e.g. EPA Intercalibration, LGC Aquacheck, UK HSA)
- Ensuring all equipment in the Chemical Laboratories is maintained and in good working order
- Implementing analytical quality control protocols used in chemical analysis
- Notifying non-conforming work to the Assistant Scientist
- Conducting H&S risk assessments & abiding with health & safety measures in the Laboratory
- Understanding and adhering to the requirements of ISO 17025:2017
- Other work that may be assigned by the Laboratory Manager (Executive Scientist).

Environmental Technician Grade 1 - Environment

- Implementation of European Union Directives and National Legislative/Environmental Protection Agency monitoring and reporting requirements with regard to waste management, surface water quality, wastewater, air, noise and producer responsibility
- Coordinate with the EPA, WERLA and other environmental state agencies, as required
- Carry out environmental pollution and waste management inspections in accordance with Legislative/EPA requirements and take enforcement action, including farm inspections and onsite DWWTS assessments
- Investigate, report on and take enforcement action in relation to environmental pollution and waste management complaints
- Evaluate and report on planning applications
- Monitoring, surveying and management of landfill sites, civic amenity/recycling sites and bring bank networks
- Implementation/enforcement of licencing requirements for effluent discharges, air emissions and forestry activities
- Implementation/enforcement of licencing requirements for Waste Collection Permits, Waste Facility Permits, Certificates of Registration
- Implementation/enforcement of Casual Trading Bye-Laws
- Preparation of reports on implementation of EU Directives and interpretation/evaluation of results
- Incident reporting and follow up
- General administration duties, dealing with queries, customers and complaints

- Supporting line-managers and colleagues and working as part of a team in delivering services/projects
- Promote and implement required health & safety standards, including the Council's Safety Management System and undertake safety related work and reporting, as required
- Assist in preparation of Annual Environmental Report and other technical reports
- Document/information management and use of information technology
- Preparation of litter and waste plans and investigation of complaints
- Any other duties that may be required from time to time.

KEY COMPETENCIES

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Range and depth of relevant environmental technician experience • Demonstrates required technical knowledge, understanding and training for the role • Up to date with current developments, trends and best practice in their area of responsibility • Experience of working in a multi-disciplinary team • Experience of compiling, preparing and presenting reports, correspondence etc.
Delivering Results	<ul style="list-style-type: none"> • Problem solving and decision making • Organising, planning, co-ordinating and prioritising work programmes • Following procedures, ensuring compliance and maintaining appropriate records • Understands and complies with the required work quality standards including Health & Safety • Managing resources, and achieving efficiencies • Delivering quality outcomes
Performance through People	<ul style="list-style-type: none"> • Motivation and positivity as part of a team • Leads by example in terms of commitment, flexibility and strong customer ethos • Building and maintaining positive, productive and beneficial working relationships • Effectively manage performance • Communicating effectively • Takes initiative and is proactive when they see an opportunity
Local Government Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of current local government issues and advocate practical approaches to addressing them. • Clear and realistic view of future trends and strategic direction of local government. • Understanding the structures and environment within which the local authority sector operates and the role of an Environmental Technician Grade I in this context

ENVIRONMENTAL TECHNICIAN GRADE I

PARTICULARS OF OFFICE

1. The office is whole-time and pensionable. This panel will be used to fill both Permanent and Temporary posts as they arise.

2. PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. SALARY: €48,760 - €57,790 (2nd LSI) per annum

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with government policy.

4. Garda Vetting/Child Safeguarding

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

5. Health

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

6. Residence

Roscommon 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 other 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.

7. Annual Leave

Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Annual leave entitlement will be 30 days per annum (inclusive of days pre-allocated for Christmas period). The annual leave year runs from 1st January to 31st December.

8. Working Hours

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

9. Superannuation

Candidates will be informed of their superannuation position at the time an offer of appointment is being made.

10. Recruitment

Selection of candidates for appointment shall be by means of a competition conducted by or on behalf of Roscommon County Council.

The Selection Process may include the following:

- Online Aptitude Testing
- Short-listing of candidates on the basis of the information contained in their application;
- Preliminary interview, which may also include a presentation;
- Competitive interview, which may also include a presentation;
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.

Please note that Roscommon County Council reserves the right to hold any part of the selection process by way of remote/video-call platform or other appropriate methodology.

Panels may be formed on the basis of such a selection process. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may be appointed to this post.

11. Communication

Applications will not be accepted after the closing date and time. Therefore, it is your responsibility to ensure that you have allowed sufficient transmission time for your application. Applicants must ensure they retain a copy of the email submitted to recruit@roscommoncoco.ie including the date and time in case of any queries.

An acknowledgement email will be issued in respect of all applications received (this email will acknowledge receipt, and it will not confirm eligibility or otherwise). If an applicant does not receive an acknowledgement email within 2 working days of the date of submission, the applicant should contact recruit@roscommoncoco.ie to ensure the application has been received.

Roscommon County Council will contact you when necessary at each stage of the competition by email. It is strongly recommended that you only submit one email address for all correspondence in relation to this competition. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing recruit@roscommoncoco.ie. The onus is also on each applicant to ensure that s/he is in receipt of all communication from Roscommon County Council. Roscommon County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Roscommon County Council's privacy statement which can be found [here](#).

12. Acceptance of offer of Employment

Roscommon County Council 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, Roscommon County Council shall not appoint them.

13. Candidates Obligations

Candidates must not:

- knowingly or recklessly provide false information on their application form
- canvass any member of the staff of the County Council or person(s) nominated by the County Council to interview or examine applicants with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

If a person is found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process.
- if already appointed to a post following the recruitment process, they will be removed from that post.

14. Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

15. References/Documentary Evidence

Each candidate may be required to submit as references, the names, and addresses of two responsible persons to whom they are well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application. The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Roscommon County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position, Roscommon County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

16. Criminal Convictions

A candidate who is in receipt of any convictions/prosecutions is responsible for bringing it to the attention of the Human Resources

17. Your right to information and to appeal

The Council is committed to offering feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. The Council will consider an appeal in relation to eligibility, shortlisting and final decisions of interview boards. 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 the review.

18. Outside Employment

The position is whole-time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

19. Policies & Procedures

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Roscommon County Council.

20. Training

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

21. Travel

When required to do so, holders of the post shall hold a full driving licence for class B vehicles and 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. If you are required to travel as part of your official duties, Roscommon County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses

necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Roscommon County Council's Travel and Subsistence Policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

22. Safety & Welfare

The holder of the post shall co-operate with the terms of Roscommon County Council's Safety Statement and Major Emergency Plan. They shall familiarise themselves with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action. If required, the successful candidate shall wear protective clothing and have on their person at all times a valid Safe Pass card. Should they not hold a valid Safe Pass card, a course shall be undertaken to attain the card.

23. Roscommon County Council is an equal opportunities employer.

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be signed by the successful candidate

September 2025