

Candidate Information Booklet

Civil Technician Grade I

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

Closing Date: 4.00pm on Thursday 9th October 2025

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

Roscommon County Council

Roscommon County Council's administrative headquarters is in Roscommon Town and there are three municipal districts in:

- Athlone
- Boyle
- Roscommon

Roscommon County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social and cultural life of County Roscommon with a focus on making Roscommon an attractive place to live, work and invest. Roscommon County Council provides the following services:

- Economic & Community Development
- Local Enterprise
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources

JOB DESCRIPTION

The Civil Technician (Grade I) is a key support position within the Council and may be assigned to work across various departments e.g. Roads, Planning, Housing etc. as required. The 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.

QUALIFICATIONS

1. **Character:**

Candidates shall be of good character.

2. **Health:**

Candidates shall 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 -

- i) have passed the N.C.E.A./H.E.T.A.C. National Certificate Final Examination in Civil Engineering or Geo-surveying or Construction Studies or Construction Studies in Building Maintenance or Construction Studies in Architectural Graphics

or

hold an equivalent qualification,

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

or
- (iii) (a) have satisfactory relevant experience, in a Technician post at Grade II level or in an analogous post in a Local Authority or Health Board in the state

and

(b) have at least three years' satisfactory relevant experience in a technician post at Grade II or in an analogous post

or

(c) 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.
- (iv) possess adequate 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

POST OF CIVIL TECHNICIAN GRADE I

Key Skills:

- **Technical Knowledge:** A solid understanding of civil engineering principles and practices is essential. This includes knowledge of construction methods, surveying techniques, infrastructure design, and relevant legislation and regulations.
- **AutoCAD and Technical Drawing:** Proficiency in using AutoCAD or similar computer-aided design (CAD) software is required. You should be able to create and interpret technical drawings, plans and specifications. Experience in the use and interrogation of GIS datasets and their integration into digital spatial software to produce drawings would be desirable.
- **Site Inspection and Surveying:** Experience in conducting site inspections, measurements, and surveys is essential. This includes the ability to use various pieces of surveying equipment, collect data, and accurately record information.
- **Setting out:** In setting out construction works, precision is crucial to ensure that elements are built correctly and in accordance with the intended design. The Civil Technician Grade 1 must be meticulous in their measurements, ensuring that distances, angles, and elevations are precise. This involves using various instruments and tools such as total stations, digital levels, and GPS equipment.
- **Construction Materials and Methods:** Familiarity with various construction materials, their properties, and appropriate usage is important. You should have knowledge of construction techniques and best practices, including familiarity with road construction, drainage systems, and building codes.
- **General knowledge of the planning system and experience of technical implementation of the Planning and Development Act and Regulations** is desirable.
- **Health and Safety:** Understanding health and safety regulations and practices is crucial. You should be aware of potential hazards on construction sites and know how to ensure a safe working environment.
- **Communication Skills:** Effective communication is essential for collaborating with colleagues, contractors, and members of the public. You should be able to convey technical information clearly and professionally, both verbally and in writing.
- **Problem Solving:** The ability to identify and solve technical problems is important. You should have a logical and analytical mind-set and be capable of finding practical solutions to engineering challenges.
- **Teamwork and Collaboration:** Working well as part of a team is crucial in local government roles. You should be able to collaborate with colleagues, contractors, and other stakeholders to achieve project objectives.
- **Computer Literacy:** Basic computer skills are necessary, including proficiency in using standard office software like Microsoft Word, Excel, and PowerPoint. Knowledge of specialized software used in civil engineering, such as GIS (Geographic Information System) applications, Civil 3D can be beneficial.
- **Time Management and Organisation:** Strong organisational skills are vital to manage multiple tasks and prioritise work effectively. You should be able to meet deadlines and handle time-sensitive projects efficiently.

Duties

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

- Setting out works to a high degree of accuracy
- Design and implement traffic management plans
- Complete time sheets
- Adhere to health and safety requirements
- Understand and review maps, technical drawings and structural specifications
- Use CAD or design software for design, drafting or other engineering/architectural tasks where required
- Creation of mapping through MapInfo/AutoCAD Map and use of GIS editors e.g. Mapinfo, Mapdrain, Sus25, Mapnet, Autocad, An Post Geodirectory, Leaks Database
- Use surveying techniques and equipment as required
- Perform day-to-day administrative tasks i.e. maintaining files, preparation of reports and related documentation
- Display knowledge of regulations – including health and safety, traffic management, water quality, environmental, and construction regulations
- Interact with members of the public, providing information and informing them of upcoming works
- Be responsible for the efficient use of resources including labour, plant and materials when supervising the above
- Develop project plans, calculate project cost, identify resource requirements and record project activities
- Carry out supervision of work crews including contract works
- Prepare procurement recommendations and adhere to procurement guidelines
- Procure minor construction works or work of a technical nature
- Prepare technical specifications
- Providing technical support to Engineers in the relevant section
- Investigate and report on alleged offences under relevant Roads, Housing, Environmental and Planning legislation
- Carry out any other duties that may be assigned from time to time

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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 civil 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• 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
Personal Effectiveness	<ul style="list-style-type: none">• Takes initiative and is proactive when he or she sees the opportunity to make a contribution• Manages time and workload effectively• Maintains a positive, constructive and enthusiastic attitude to their role• Demonstrates flexibility and openness to change• Responds positively to the challenges of the role• Understanding the structures and environment within which the local authority sector operates and the role of a Civil Technician Grade I in this context

POST OF CIVIL TECHNICIAN GRADE I

PARTICULARS OF EMPLOYMENT

1. The post is whole time and pensionable. Panels will be formed for an initial period of one year and this may be extended at the discretion of the Chief Executive. The panels will be used to fill both permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panels.

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:** €48,760.00 - €57,790.00 (LSI 2) 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.

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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.

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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.

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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.

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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
