

# **Candidate Information Booklet**

## **Resident Engineer**

### **Roscommon County Council**

**Specific Purpose Contract – Expected Duration of 5 Years**

**Closing Date: 4.00pm on Thursday 9<sup>th</sup> October 2025**

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

## **SPECIFIC PURPOSE CONTRACT**

### **QUALIFICATIONS**

#### **Character**

Candidates shall be of good character.

#### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### **Essential Education, Training, Experience**

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

- a) (i) hold at least an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in Engineering  
**OR**  
(ii) hold an ordinary bachelor's degree (level 7 or higher on the National Framework of Qualifications (NFQ)) **and** a post graduate master's degree (level 9 in the NFQ) in Engineering  
**OR**  
(iii) hold a master's degree (level 9 on the National Framework of Qualifications) in Engineering attained after completing an integrated master's level programme of at last 4 years duration and which is accredited at CEng level by Engineering Ireland or an equivalent accreditation body internationally
- b) have at least five (5) years satisfactory relevant engineering experience, preferably with a minimum of three (3) years Resident Engineer experience
- c) possess a high standard of technical training and experience
- d) have a satisfactory knowledge of public service organisation or an ability to acquire such knowledge

#### **Important Note Regarding Qualifications**

Meeting the educational qualification requirements for the post of Resident Engineer does not automatically mean that your qualifications will meet the requirements for more senior engineering posts within the local authority (e.g. Senior resident Engineer, Senior Executive Engineer or Senior Engineer). These more senior grades have separate and higher educational requirements. Candidates should therefore be aware that while the Resident Engineer role provides a pathway into the engineering profession in local government, progression to higher grades will depend on meeting the distinct qualification criteria set for those roles at the time of recruitment.

#### **Desirable Skills/Competencies**

The ideal candidate will be a highly motivated person, with drive and commitment to delivery of quality public services possessing the following skills and experience. Desirable Requirements are those that would be beneficial to optimising job performance.

- Experience in the supervision of civil engineering & building works, with a high standard of knowledge of Public Works Contracts and administration of same including issuing instructions;

change orders; assessing and adjudicating on contractor claims as delegated by the Employers Representative;

- Have an extensive knowledge and experience in the site supervision and delivery of civil engineering infrastructure projects including contract administration; record keeping and cost Control;
- Be able to demonstrate a strong ability in the following areas – Delivering Results, Communicating Effectively and Personal Motivation, Initiative and Achievement.
- Proficiency in AutoCAD, the Microsoft Suite including Microsoft Project and familiarity with ArcGIS
- A good knowledge and awareness of statutory obligations of Health and Safety Legislation, the implications for the organisation and the employee, and their application in the workplace.
- Be able to demonstrate how their experience has given them the skills to schedule/programme the carrying out of work
- Have experience in the management and supervision of staff/contractors.
- Familiarity and experience of the Capital Works Management Framework;
- Direct experience of Project Team work;
- Be capable of writing clear and concise reports.
- Have experience of working on construction projects in urban environments including engagement with multiple stakeholders.

## **Role, Responsibilities and Duties – Resident Engineer**

### **Responsibilities and Duties of Resident Engineer**

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

- Day to day supervision of the works, ensuring that the works are built in accordance with the design drawings and specifications. This will include keeping accurate daily records of all works activities and any issues that might arise over the course of the works.
- The appointed Resident Engineer will be required to liaise on a day to day basis as required and to provide support to the Design Team, the Senior Resident Engineer and the ER on the performance of their duties throughout the construction phase.
- Attendance and recording minutes of site progress meetings and any other meetings as are necessary during the course of the project.
- Provide input into the Assessment of variations claims, contractor submissions and payment applications;
- Providing the Employers Representative with all necessary information to assist in dealing with any Dispute resolution process that might arise;
- Liaison and management of other members of Resident Engineer's team;
- Log defects and remediation and carry out any other administration and engineering function of the role;

- Preparation of clear and concise reports in relation to the works as they progress – keeping work records measuring and recording of all variations from contracts to reading drawings.
- Prepare/amend AutoCad drawings/sketches in support of the record keeping function and the day-to-day communication with contractors and the ER.
- Dealing with Mapping queries, Rights of Way issues, Roads abutting queries.
- Dealing with landowners on possible land purchases to facilitate works such as road easement and new footpath construction.
- Manage staff performance and development.
- Compile and/or review Progress Reports and make accurate site records of all works to ensure that they comply with the contract specifications and drawings, record any variations;
- Manage budgets as effectively and efficiently as possible, in respect of capital works and service delivery.
- Review any contractor's value engineering proposals and ensure that quality assurance procedures are complied with and certify tests and inspections;
- Maintaining and proactively developing a culture of Health, Safety and Welfare in the workplace.
- Ensuring compliance with Health, Safety and Welfare legislation and regulations, and Roscommon County Council's Safety Management Systems.
- Ensuring works are implemented in compliance with all relevant legislation and regulations including planning and procurement requirements.
- Deal with representations from elected members, community organisations and members of the public.
- Represent the County Council at meetings with elected members, community/general interest groups, businesses, residents and the general public.
- Prepare reports for meetings, as required.
- Liaise with other local authorities, Government Departments and statutory agencies.

## 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:

|                                      |   |
|--------------------------------------|---|
| <b>1. Performance through People</b> | <p><b>Leading and Motivating</b><br/>Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p><b>Managing Performance</b><br/>Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p><b>Communicating Effectively</b><br/>Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills.<br/>Presents ideas clearly and effectively to individuals and groups.</p>  |
| <b>2. Delivering Results</b>         | <p><b>Problem solving and decision making</b><br/>Can pinpoint the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p><b>Operational Planning</b><br/>Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p><b>Managing Resources and Achieving Efficiencies</b><br/>Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operation plans.<br/>Drives and promotes reduction in costs and minimisation of waste.</p> <p><b>Delivering Quality Outcomes</b><br/>Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard.<br/>Evaluates the outcomes achieved, identifies learning and implements improvements required.</p> |
| <b>3. Management &amp; Change</b>    | <p><b>Strategic Ability</b><br/>Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p><b>Political Awareness</b><br/>Has a clear understanding of the political reality and context of the organisation.</p> <p><b>Networking and Representing</b><br/>Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p><b>Bringing about Change</b></p>  |

|                                  |  |
|----------------------------------|--|
|                                  | Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.  |
| <b>4. Personal Effectiveness</b> | <p><b>Relevant Knowledge</b><br/>Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p><b>Resilience and Personal Well-Being</b><br/>Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p><b>Integrity</b><br/>Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p><b>Personal Motivation and Initiative</b><br/>Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.<br/>Does more than is required or expected, anticipating situations, and acting to pre-empt problems.<br/>Takes action within the bounds of own ability.<br/>Creates new opportunities.</p> |

## **PARTICULARS OF EMPLOYMENT**

### **1. Particulars of Post**

The post of Resident Engineer is temporary, whole time and pensionable and will be on a specific purpose contract basis with an expected duration of 5 years.

### **2. Superannuation**

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

### **3. Probation**

Where persons who are not already permanent employees of Roscommon County Council 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.

### **4. Salary**

The salary scale ranges from €75,844 - €85,107 per annum.

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

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

### **5. Garda Vetting / Child Safeguarding**

Successful candidates may be subject to the Garda Vetting Procedures and will be required to adhere to the County Council's Policy & Procedures for the Protection and Safeguarding of Children.

### **6. 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.

### **7. Annual Leave**

Granting of annual leave, payment for annual leave and arrangement from 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 by Roscommon County Council for the Christmas period).

The candidate(s) appointed will be expected to co-ordinate their annual leave with Contractor's holidays and with other Site Supervisory team members in order to ensure that adequate site supervision staff are on site at all times during the construction of the works.

**8. Working Hours**

The successful candidate(s) shall be on site as required during all working hours including night-time and weekend work.

**9. Travel**

Holders of the post shall hold a full driving licence for class B vehicles and shall have access to their own vehicle. A fixed allowance to cover vouched travel and subsistence costs will also be payable quarterly in arrears. Roscommon County Council, as Employer, must be indemnified on the post holders' insurance policy. Subject to availability, the holder of the post will have access to a shared site vehicle.

**10. Location**

The base for working purposes shall be the relevant Site Offices to be set-up by the appointed Contractor for the Project or any other offices as determined by the Local Authority. The successful applicant may be required to travel between multiple sites operating concurrently within County Roscommon.

**12. 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.

**13. 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](mailto: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](mailto: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](mailto: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
- 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 to [recruit@roscommoncoco.ie](mailto:recruit@roscommoncoco.ie). 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. 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. 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 main 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**