



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick** City  
& County Council

## Fitter Mechanic

### Job Specification

**CLOSING DATE: Thursday, 26<sup>th</sup> March 2026**



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**Limerick City**  
& County Council

## **BRIEFING DOCUMENT, APPLICATION AND SELECTION PROCESS**

### **Fitter Mechanic**

#### **The Position**

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Fitter/Mechanic** may be filled throughout the lifetime of the panel.

The Fitter/Mechanic shall be responsible for the effective and efficient maintenance, operation and repair of the Council's vehicles, plant, machinery and other mobile or portable equipment, for which they are assigned maintenance, operation and repair responsibility and ensure the completion of such work in a safe manner. To carry out ancillary duties relating to the safety or hire of the aforementioned vehicles, plant, etc. To regularly inspect the Council's machinery fleet and ensure a satisfactory standard of maintenance. The suitable candidate may be required to carry out these duties throughout Limerick and in particular to the Park Road Depot. All Specialised and Power Tools will be supplied for the role.

**Duties:**

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

- responsible for the maintenance, operation and repair of the Council's vehicles, plant/machinery and other mobile or portable equipment;
- carry out ancillary duties relating to the safety or hire of the vehicles, plant, machinery etc;
- regularly inspect the Council's machinery fleet and ensure a satisfactory standard of maintenance;
- arrange the supply of materials necessary for maintenance/repair work and keep appropriate records of same;
- be available at all times to carry out inspections, prepare a specification of repairs and arrange the execution of work;
- complete and maintain any risk assessment reports as required;
- prepare data necessary to enable the Executive Engineer or their nominee to cost and analyse expenditure and prepare estimates in relation to all machinery operations;
- create and maintain any records as required and in particular, maintain all records in relation to the Fleet Management System;
- responsible for the custody/security of all plant, materials, tools and equipment in their area, and keep records necessary in relation thereto;
- ensure that the machinery premises is properly maintained;
- manage and supervise service contracts and ensure compliance with the required technical and safety standards;
- carry out such work of a manual inspection or clerical nature as may be assigned from time to time;
- write clear, concise reports as may be required;
- provide technical information and assistance as requested;
- liaise and co-operate with any outside agency/contractors engaged by Limerick City and County Council;
- read and record technical data in written and diagrammatic format;
- keep the Executive Engineer or their nominee informed on all matters relating to machinery services in the area;
- examine and report on the condition of fleet for employer/public insurance or other risk management purposes;
- follow appropriate procedures at all times in respect of plant being hired for various projects under the direction of the Executive Engineer or their nominee and to maintain all records in relation thereto;
- co-operate with and participate in any future restructuring of the Machinery Section within the local authority service, subject to local consultation;
- operate the machinery stores to a high standard to the requirement of the Executive Engineer or their nominee;
- carry out any other duties in relation to repair/maintenance of the Council's plant and machinery and the operations of the machinery yard and any other depots;
- co-operate with and avail of any new technology and/or systems which may become available to assist them in the effective and efficient carrying out of their duties;

- agree to operate whatever communication system which may be provided e.g. mobile phones / loan worker system etc;
- If required be available to attend to emergency work outside of normal working hours
- participate in call-out roster if required;
- have a satisfactory knowledge and understanding of Health & Safety legislation;
- comply with work safety procedures in operation in Limerick City and County Council and fully participate in any further safety programmes that may be implemented;
- implement safety requirements as set out in Limerick City and County Council's Safety Statement;
- required to wear any safety equipment/clothing supplied;
- drive such Council plant as may be required from time to time;
- be available for training programmes as required by the Council and update this training as necessary, which may necessitate travel to training centres outside Limerick County;
- logistics duties to include delivery/collection of equipment for stations/courses as may be required;
- carry out any other duties as may be required from time to time.

### The Person

#### 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, Experience etc.

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

- (a) hold the National Craft Certificate or equivalent, having completed a recognised apprenticeship and be a fully qualified **Fitter/Mechanic**
- (b) have a minimum **five-year post apprenticeship experience** working in a recognised garage, which should include experience of service and repair of commercial vehicles, including Heavy Goods Vehicles; diagnostics and electrical systems; overhaul of petrol and diesel engines, pumps and compressors etc; welding and fabrication capabilities or experience of an equivalent nature to the satisfaction of the Council
- (c) hold a current, clean, Category C driving licence
- (d) be competent in the use of Information Technology

(e) have satisfactory knowledge and understanding of Health and Safety issues

\* Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

**Candidates will demonstrate through their application form and at the interview that they have:**

- excellent communication and interpersonal skills;
- capacity to contribute to and work well in a team;
- self-motivated with a record of demonstrating initiative in a workplace environment;
- the ability to use initiative and judgement;
- satisfactory knowledge and understanding of Health & Safety requirements;
- flexibility in terms of working hours as the duties can involve working outside of normal hours as required;
- knowledge and understanding of the Council and a commitment to public service.

### **Terms and Conditions**

#### **4. The Post:**

A panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Director General. The panel may be used by Limerick City and County Council to fill permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

#### **5. Annual Leave:**

The successful candidate will have 25 days annual leave (inclusive of Good Friday).

#### **6. Salary:**

Salary scale: **€1,612.20 – €1,853.92** per fortnight. Payment of increments is dependent on satisfactory performance.

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

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently **€1,612.20** per fortnight).

#### **7. Location:**

Limerick City and County Council reserve the right to assign the successful candidate to any department or premises 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 travel to and from work at their own expense.

#### **8. Hours of Work**

The working hours at present are a 39-hour week, hours may vary from time to time. The working hours may be reviewed at any time by the Council.

The post may require flexibility in working outside of normal hours, including at weekends, as necessary. The holder of the post must make themselves available for emergency callouts as required. Due to the nature of the role, there will be a requirement to attend emergency breakdown call outs as required.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

#### **9. Sick Leave:**

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

#### **10. Superannuation:**

The Local Government Superannuation Scheme applies.

#### **11. Travel:**

Holders of the post should hold a full driving licence for class B & C vehicles and shall be required 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. 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 local authority Travel and Subsistence Policy. The person appointed will be required to travel to and from work at their own expense. When on an on-call rota, a vehicle will be provided for the duration of the on-call period.

Limerick City and County Council, as 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.

**12. Residence:**

The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**13. Safety and Welfare:**

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

**14. 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.

**15. Taking Up Appointment:**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**16. Garda Vetting:**

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

### **17. Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General, and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

### **18. 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

### **19. References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

## **20. General Data Protection Regulation:**

### Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

## **21. Pre-Employment Medical:**

Prior to appointment the candidate will be required to complete a Health Declaration and will be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. The cost of this examination shall be refunded on appointment subject to statutory tax and statutory deductions.

## **22. Canvassing:**

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

### Application Process

**Completed application forms must be e-mailed to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) no later than Thursday, 26<sup>th</sup> March 2026.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date. CV's will not be accepted in lieu of an application form.

**Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address.** Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

## Selection Process

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply based on information supplied on application forms and the requirements of the position.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

### Shortlisting:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same. In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/experience** on the application form.

**NOTE-** As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marks awarded in the shortlisting process. Further qualified candidates may be called at a later stage at the discretion of Limerick City and County Council.

**Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

A panel may be formed on the basis of such interview. 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 within the life of the panel be appointed as appropriate temporary vacancies arise.

**Interview**

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

**Work Skills (200 marks)**

- Knowledge and understanding of Health & Safety
- Application of relevant skills in the workplace
- Work Experience relevant to the duties of the position

**Personal Skills (200 marks)**

- Interpersonal & communication skills
- Ability to work as part of a team
- Initiative

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

**Limerick City and County Council is an Equal Opportunity Employer.**