



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick** City  
& County Council

# Environmental Technician Grade 1

Candidate Information Booklet

Closing Date: **2nd June 2026**



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**Limerick City**  
& County Council

**BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

## **Environmental Technician Grade 1**

### **The Position**

Limerick City and County Council is establishing a panel from which temporary and permanent **Environmental Technician Grade 1** posts may be filled. Based in Lissanalta House Dooradoyle, the Environmental Technician Grade I will be part of the Laboratory and Rural Water team within the Environment, Rural Water and Climate Change Department. This multi-disciplined team is involved in providing monitoring services for drinking waters, surface waters and wastewaters to meet regulatory requirements and to deliver the Rural Water Programme.

### **Why Join Us?**

We pride ourselves on fostering a positive workplace culture where teamwork, respect, and continuous learning are at the heart of what we do. You'll have the chance to contribute to meaningful projects, develop your skills, and be part of an organisation that values your ideas and professional development.

### **What We're Looking For**

- Strong organisation and time-management.
- Knowledge of processing water samples for chemical and microbiological analysis.
- Understanding of the requirements of ISO 17025:2017.
- Ability to implementing analytical quality control protocols.
- Ability to work independently and take initiative.
- Strong communication and interpersonal skills.
- Full Category B driving licence.

## **What We Offer**

- A dynamic and inclusive work environment.
- Opportunities for training, development, and career progression.
- A culture that values employee engagement and wellbeing.

## **Employee Benefits**

- Salary: €49,260–€58,368 per annum
- Leave: 30 days annually
- Hours: 35 per week
- Superannuation scheme in place
- Paid Maternity and Paternity Leave
- A range of Family Friendly Policies
- A range of Learning and Developmental Opportunities

## **Key Responsibilities**

- Sampling of drinking waters, surface waters and wastewaters for chemical and microbiological analysis.
- Processing water samples for chemical and microbiological analysis.
- Microbiological analysis of drinking water for E. coli, coliform bacteria, colony count, Enterococci & Clostridium perfringens using culture-based methods.
- Chemical analysis of water samples using electrochemical, photometric, and gravimetric analytical methods.
- Understanding and adhering to the requirements of ISO 17025:2017.
- Implementing analytical quality control protocols.
- Participating in proficiency testing schemes.
- Ensuring all equipment in the Laboratory is maintained and in good working order by performing performance checks.
- Partake in subcontracting samples for analysis.
- Notifying parametric failures to Laboratory Rural Water Management.
- Assist with incident response on foot of parametric failures.
- Assist with private water scheme auditing either on a scheduled basis or on foot of a water quality incident.
- Assist with the implementation of Environmental Protection Agency (EPA) risk assessment and risk management of private water supplies at source templates.
- Assist with preparation of inspection reports for review by Executive Engineer.
- Assist with operational monitoring programme and risk-based monitoring approach for regulated private water supplies.

- Conforming with H&S protocols in the laboratory and offsite sampling/inspections.
- Perform any other duties that may be assigned in supporting the Laboratory Rural Management Team in both regulatory and quality assurance obligations.

### **Desirables**

- Experience working in an ISO 17025:2017 accredited laboratory.
- Good understanding and applied knowledge of microbiological and chemical analytical techniques.
- Experience in sampling and familiar with different sampling techniques.
- Good knowledge of ISO17025 standard, environmental legislation, and EPA guidance.
- A deep knowledge of drinking water quality issues.
- Experience in problem solving and investigative techniques for incidents.
- Experience in the use of Laboratory information systems and mapping systems (qGIS).
- A current, full, clean, category B driving licence and have access to own car.
- Flexibility in terms of working hours as the duties can involve working outside of a normal office hours as required.

### **Minimum Qualifications**

- Have passed the N.C.E.A. / H.E.T.A.C. National Certificate Final Examination in Science in Applied Biology, or Science in Applied Chemistry.
- Have at least three years satisfactory relevant experience after attaining the qualification concerned.
- 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.
- Have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post.
- 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.
- Possess adequate training or experience relating to the control and supervision of staff.

## **How to Apply**

- Email completed application form to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) before the stated closing date.
- Selection Process.
- Eligibility check.
- Shortlisting may apply.
- Competitive interview (online/in person).
- Panel formation for future vacancies.

## **The Person – 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, Experience, etc**

Candidates shall on the latest date for receipt of applications;

- i. have passed the N.C.E.A. / H.E.T.A.C. National Certificate Final Examination in Science in Applied Biology, **or** 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**

- (a) 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**

have at **least three years** satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

**or**

(b) 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,

**and**

(c) possess adequate training or experience relating to the control and supervision of staff.

\* 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.

## **Terms and Conditions**

### **1. The Post:**

Subject to the availability of suitably qualified candidates 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.

### **2. Annual Leave**

The successful candidate will have 30 days annual leave

### **3. Salary:**

Salary scale: **€49,260 - €58,368** per annum. 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 & 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 **€49,260**).

#### **4. Location:**

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises 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.

#### **5. Hours of Work**

The working hours at present provide for a five day, thirty five hours working 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. No additional remuneration will be paid in respect of such activities.

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

#### **6. Sick Leave:**

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

#### **7. Superannuation:**

The Local Government Superannuation Scheme applies.

#### **8. Travel:**

When required to do so, holders of the office 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. 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.

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.

**9. 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.

**10. 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.

**11. 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.

**12. 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.

**13. 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 & 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'.

**14. 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.

**15. 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

**16. 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.

**17. 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.

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

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

### **19. 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 2nd June 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 e-mail 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 have the minimum requirements 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.

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 by an expert board, 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 marked 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 permanent and 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:

<b>Knowledge, Experience and Skills (200 marks)</b>
<ul style="list-style-type: none"><li>• Demonstrate the knowledge and understanding of the structure and functions of Local Government.</li><li>• Understands the role of an Environmental Technician Grade 1.</li><li>• Has relevant administrative experience.</li><li>• Experience of compiling, preparing and presenting reports, presentations, correspondence etc.</li><li>• Has knowledge and experience of operating ICT systems.</li><li>• Has experience of effective resource management.</li><li>• Keeps up to date with current developments, trends and best practice in their area of responsibility.</li><li>• Demonstrates the required specialist knowledge, understanding and training for the role.</li><li>• Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</li></ul>

<b>Delivering Results (100 marks)</b>
<ul style="list-style-type: none"><li>• Deliver Results on time and to a high standard.</li><li>• Takes responsibility for own work and the work of the team.</li><li>• Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations.</li><li>• Delegates, tracks and monitors activity.</li><li>• Establishes high quality service and customer care standards.</li><li>• Ensures the efficient use of all the resources available and delivers on objectives even with multiple or conflicting demands.</li><li>• Evaluates the current work practices to identify changes that could be made to help them run more efficiently.</li><li>• Follows procedures and ensures they are implemented in own area, understand the rationale behind them.</li></ul>

- Maintains accurate records and monitors work, ensuring any errors are identified and rectified.
- Appreciates the need to delegate work appropriately rather than doing everything oneself.

### **Performance through People (100 marks)**

- Leads by example in terms of commitment, flexibility and a strong customer ethos.
- Motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage performance.
- Has highly effective verbal and written communication skills.
- Presents ideas clearly and effectively to individuals and groups.
- Demonstrates the ability to be assertive and negotiate when necessary, communicating in a clear and confident manner whilst remaining approachable and polite.
- Listens to others and invites feedback, dealing with information in a constructive way.
- Produces written letters/reports in a clear and concise manner.

### **Personal Effectiveness (100 marks)**

- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively.
- Sets challenging standards and achieves high quality outcomes.
- Responds positively to the challenges of the role.
- Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.
- Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes.
- Is self-motivated and persistent when faced with difficulties.
- Engages in regular critical reflection in order to identify how own performance can be improved.

### **Information Management and Decision Making (100 marks)**

- Reviews completed work regularly and acts on learning points.
- Makes sound, appropriate decisions in a timely, informed and effective manner, and can justify and stand by them.
- Can pinpoint critical information and address issues logically.
- Understands the context and impact of decisions made.
- Can act decisively with the complex information and multiple stakeholders.

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 Opportunities Employer.**

**May 2026**