



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick** City  
& County Council

## Traffic Warden

Candidate Information Booklet

**Closing Date: Monday 6<sup>th</sup> July 2026**



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**Limerick City**  
& County Council

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

# **Traffic Warden**

### **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 **Traffic Warden** may be filled throughout the lifetime of the panel.

Limerick City & County Council plays a vital role in delivering essential services that support and enhance the daily lives of the people of Limerick. A key part of this work is ensuring that our roads, streets, and public spaces operate safely and efficiently for all.

As a Traffic Warden, you will be at the forefront of maintaining the safe and orderly movement of traffic within the city and county. This is a highly visible, uniformed role where you will contribute directly to improving accessibility, safety, and the overall experience of our urban environment.

### **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 develop your skills and be part of an organisation that values your ideas and professional development. You will be part of a team that makes a real difference in your local community, be part of a respected public service organisation, work in a dynamic, outdoor role with variety every day and gain valuable experience in traffic management and public service.

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

- Motivated, reliable individuals;
- Strong communication and interpersonal skills;
- Demonstrate professionalism and sound judgement;
- Are comfortable working outdoors in all weather conditions;
- Can work independently and as part of a team;
- Have a strong sense of responsibility and public service.

## **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: €1,536.70–€1,583.46 per fortnight
- Leave: 25 days annually
- Hours: 39 per week
- Automatically entered into a pension scheme
- Paid Maternity and Paternity Leave
- A range of Family Friendly Policies
- A range of Learning and Developmental Opportunities

## **Key Duties & Responsibilities:**

- Patrolling on-street parking, patrolling off street Council carparks and issuing Fixed Charge Offence Notices where there are violations of the Limerick City and County Council Parking Places Bye-Laws including Disc Parking Regulations and/or Road Traffic Acts, and any other appropriate Acts and Regulations and Parking Control Bye-Laws;
- Being fully conversant with Limerick City and County Council Parking Places Bye-Laws and with other Traffic Acts appropriate to the duties of the role;

- Keeping accurate records of offences as required for the purpose of Court proceedings;
- Reporting to assigned Supervisor in relation to works schedules and to the preparation and submitting of evidence;
- Preparing and giving evidence to the traffic court when required to do so;
- Preparing clear and concise reports when required to do so;
- Using Information Communications Technology (ICT) as required;
- Using the assigned mode of transport as requested;
- Carrying out administrative duties in relation to the enforcement of parking regulations as requested;
- Behaving in a helpful and courteous manner to members of the public at all times including motorists, cyclists and pedestrians;
- Informing their immediate supervisor of any defects in Regulatory traffic signs, pavement condition/furniture, traffic information signs, road markings and any abandoned vehicles encountered on the public road while on duty;
- Enforcement of Limerick City and County Council Casual Trading Bye-Laws;
- Any other duties that may be assigned, from time to time by the City and County Council.

**Please note that Traffic Wardens can be re-assigned anywhere in the county if business need requires it.**

### **Recruitment Process:**

- 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.

**Applicants must on latest date for receipt of applications;**

- Hold a full driving licence, Category “B”, free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

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

- Personable, enthusiastic and has excellent written and verbal communication skills;
- Has a standard of education sufficient to enable them to efficiently carry out the assigned duties and, as a minimum, a Junior Certificate or equivalent standard in English;
- Able to use Information Communication Technology (ICT) in a work context;
- A flexible approach to working hours as the successful candidate may be required to work evenings, nights and at the weekend;
- A satisfactory knowledge or an ability to understand Limerick City and County Council Parking Places Bye-Laws including Disc Parking Regulations and/or Road Traffic Acts, and any other appropriate Acts and Regulations and Parking Control Bye-Laws.

**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 25 days annual leave per annum including Good Friday.

**3. Salary:**

Salary scale: **€1,552.06 - €1,599.30** 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 & 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 **€1,552.06 per fortnight**).

**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:**

You will be required to work a 39-hour week. You may be required to work evenings, weekends and nights as requested to be part of that 39-hour week. Start times and finishing times will be at your line manager's discretion. The Council reserves the right to alter your hours of work from time to time. No allowances shall be paid for travelling to the appointed place of work each day.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001 as amended.

**6. Sick Leave:**

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

**7. Superannuation:**

The Local Government Superannuation Scheme applies.

**8. Travel:**

Holders of the post should hold a full driving licence for class B 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.

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 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'.

**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 canvass 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 Monday 6<sup>th</sup> July 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.

### **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.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

## 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:

### **Delivering Results – Delivering quality Outcomes and Ensuring Compliance - (100 marks)**

- Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement;
- Abides by the laws, regulations, policies and procedures affecting the discharge of your duties;
- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively;
- Critically evaluates outcomes and processes used to achieve them;
- Is aware of and understands relevant legislation, regulations and policies;
- Has an understanding of performance requirements associated with the role and engages in agreeing realistic targets to ensure effective discharge of duties.

### **Performance Through People – Communicating Effectively - (150 marks)**

- Recognises the value of and requirement to communicate effectively;
- Has effective verbal and written communication skills;
- Has good interpersonal skills;
- Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondence in non-routine work situations including presentation at court or to line manager;
- Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/groups/agencies;
- Ability to/experience of working as part of and contributing to a team;
- Demonstrates a realistic approach to performance management and monitoring of personal development targets;
- Demonstrates experience of effective team building in a workplace.

### **Personal Effectiveness – Personal Motivation and Initiative - (150 marks)**

- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles;
- Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities;
- Takes the initiative and is proactive in addressing issues;
- Adopts a positive and constructive approach to work;
- Sets challenging standards and achieves high quality outcomes;
- Responds positively to the challenges of the role;
- Remains calm in challenging work-related situations;
- Manages own time effectively to achieve objectives;
- Demonstrates experience of managing resources in particular monitoring, assessing evaluating and adhering to them;
- Demonstrates resilience in difficult situations;
- Demonstrates and/or is open to new technology/systems innovation and creativity to secure and contribute to successful strategic outcomes.

### **Technical Knowledge and Experience - (200 marks)**

- Has relevant experience and technical knowledge to carry out the duties of Traffic Warden;
- Understanding of the role of Traffic Warden in Limerick City and County Council;
- Relevant experience to date or related experience if any;
- Knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work;
- Demonstrates experience in the use of relevant IT packages;
- Experience of/willingness to perform managerial role on a temporary or long term;
- Possess technical and administrative experience of a high standard relative to the role;
- Understanding the role and duties of an employee in safety management in the workplace.

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.**

**June 2026**