



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

ENVIRONMENTAL CONTROL INSPECTOR

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 Environmental Control Inspector may be filled throughout the lifetime of the panel.

The Environmental Control Inspector is a member of the Environment and Climate Action Department responsible primarily for the enforcement of Waste and Litter Pollution legislation.

The role of the Environmental Control Inspector is to receive and investigate fully reports relating to breaches of the –

- Waste Management Act 1996 to 2005 and any Regulations made under these Acts
- Litter Pollution Act 1997 to 2003 and any Regulations made under these Acts
- Air Pollution Act 1987 and any Regulations made under this Act
- Water Pollution Act 1977 & 1990 and any Regulations made under these Acts
- Enforcement of the Environmental Protection Agency Act 1992 and any Regulations made under this Act
- Control of Dogs Act 1997 and any bye laws or Regulations made under this Act
- Control of Horses Act 1996 and any bye laws or regulations made under this Act
- Derelict Sites Acts
- Casual Trading Regulations

The Environmental Control Inspector will arrange, issue and serve any necessary statutory notices. Where a particular course of action is determined the Environmental Control Inspector will be expected to follow that course of action to its completion.

Purpose, Duties and Responsibilities

The Environmental Control Inspector will report to the Director for Environmental Policy or their nominee(s) but will be expected to liaise with other relevant personnel in that Directorate and in the Council generally.

The following is a list of duties for the post but further duties may be added should the Director or their nominee(s) consider same desirable or necessary.

- To act as Environmental Control Inspector, undertaking uniformed street patrols and issuing on the spot fines, including attendance at court where necessary. An ongoing visible presence is required across the city and county.
- The Inspector will be required to conduct their duties in assigned geographical areas, which are subject to review/re-assignment in accordance with the business needs of the Council
- To operate from an assigned base that is subject to periodic review. You may be required to work in any of the premises occupied by Limerick City & County Council from time to time, including any other premises that may be acquired in the future
- Report to a designated officer(s) of Limerick City & County Council on a regular basis as required and work to and in accordance with the targets and schedules set out by the Director of Services or their nominee
- Promote the Council's Litter and Waste Management Plans and contribute to the achievement of their objectives as required
- To pursue specific complaints/cases either received directly or through any department of Limerick City & County Council
- To investigate and pursue incidents of fly posting, abandoned cars, illegal posters and where illegal dumping is taking place, to keep such areas under observation at evening, night time, weekends, etc, when necessary.
- To arrange, issue and serve any necessary statutory notices. Where a particular course of action is determined, the Environmental Control Inspector will be expected to follow that course of action to its completion in consultation with their supervisor
- To carry out inspections and prosecutions as required under Environmental Legislation, Regulations and Council Bye Laws - to prepare for and give evidence in court when required
- Inspect the contents of illegal deposited waste for evidence of breaches of environmental legislation, regulations or bye laws

- Engage with communities and assist groups and other stakeholders in organising and undertaking “voluntary clean ups” of their area. Visiting schools and meetings (if necessary outside normal working hours) to give talks, promotional literature, show films, etc on the general topics of litter and environmental issues, as required
- Collection of litter, rubbish, illegal signage, etc throughout the city and county from the roadside and arranging for the disposal of same, assisting with clean ups requiring machinery and other plant equipment as required
- To undertake Litter Surveys and any other research as required to operate the National Litter Pollution Monitoring System (NLPMS)
- To undertake such other duties of an environmental nature as may be assigned from time to time. The council reserves the right to decide on the exact nature and extent of duties at all times
- To complete all appropriate records, reports, etc, as required
- Operate appropriate technology including new technology as required e.g computer systems, hand held terminals, cameras, mobile phones/radios work apps, pagers, etc and other technology as may be required
- All applicants must 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
- Engage with Councillors and with other statutory service providers where necessary
- The Council will supply a uniform which must be worn at all times while carrying out their duties
- Any such duties as assigned

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

The Person

Character

- (a) be of good character
- (b) be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service

Education, Experience Requirements, etc

Candidates must, on the latest date for receipt of completed application forms:

- (a) Have reached a standard of education sufficient to enable them to carry out the duties assigned to them satisfactorily
- (b) possess a current, clean, full Class B driving licence and have access to own car
- (c) have experience of using information technology including word and excel
- (d) Be capable of writing clear and concise reports and keeping work records

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 Chief Executive. 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

25 days per annum (inclusive of Good Friday)

3. Salary:

€1,896.52 - €1,993.00 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 **€1,896.52 per fortnight**).

4. Location:

Limerick City and County Council reserves 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.

5. Hours of Work

The standard working hours for this position are 39 hours per week.

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 where the hours are within the 39-hour working week.

Please note that Limerick City and County Council reserves the right to change the times and days of work as needed based on organisational requirements.

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:

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 Chief Executive 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 **no later than Wednesday 29th 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 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 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:

Problem Solving/Decision Making (200 Marks)
• Sources all relevant information and conducts interviews, draws conclusions backed up with available evidence and makes appropriate recommendations/decisions as appropriate • Actively suggests improvements. Can work without excessive guidance or support, yet knows when the involvement of others is required.
Communication and Interpersonal Skills (200 Marks)
• Demonstrates tact and diplomacy when dealing with others and builds rapport by remaining polite and approachable at all times with others • Shares ideas and information with people, brought together from a variety of backgrounds, as a team, with the purpose of achieving a particular result.

- Adopts a persuasive approach when communicating
- Demonstrates a strong customer service ethos
- Presents written material in a clear, concise, comprehensive and convincing manner
- Demonstrates satisfactory IT skills and the ability to use a variety of information/communication technology

Flexibility and Results Focused (200 Marks)

- Is open to change in work practices and adapts readily to recommendations for change
- Record of achievement from previous work experience
- Takes ownership of tasks and is determined to see them through to satisfactory conclusion.

Knowledge and Understanding (200 Marks)

- Demonstrates satisfactory knowledge and understanding of the position

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

Limerick City and County Council is an Equal Opportunities Employer

July 2026