



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Foreman

Candidate Information Booklet

Closing Date: **19th August 2026**



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& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Foreman

The Position:

Limerick City and County Council is seeking enthusiastic and experienced candidates for the role of Foreman. This is an exciting opportunity to make a real impact in delivering high-quality services to our community while working in a supportive and engaging environment. This is an opportunity to make a real difference to the people of Limerick. As a Foreman, you will be at the forefront of delivering services that enhance local communities, maintain vital infrastructure, and support the continued growth and development of Limerick City and County.

A panel will be formed from which temporary and permanent vacancies for **Foreman** may be filled throughout the lifetime of the panel.

Why Join Us?

At Limerick City and County Council, the work you do has a direct and lasting impact on the communities we serve. As a Foreman, you will lead skilled teams delivering essential services and infrastructure that improve the quality of life for residents, businesses and visitors across the city and county. This is more than a supervisory role – it is an opportunity to be part of projects that shape the future of Limerick, while developing your own career in a supportive and progressive public service environment.

What We're Looking For:

- A motivated, experienced and safety-conscious professional who can lead teams, deliver high-quality services and contribute to the ongoing development of Limerick's infrastructure and communities;
- A proactive leader with strong technical knowledge, excellent organisational skills and a commitment to delivering results;
- Proven ability to lead, motivate and supervise operational teams;
- Experience planning, organising and allocating resources to achieve operational objectives;
- Good knowledge of Health & Safety legislation. The Roads Foreman will be required to use the ProWorks App for Health & Safety compliance on Roadworks Schemes. Training will be provided.
- Ability to manage workloads, prioritise tasks and drive performance;
- Commitment to fostering a positive, safe and productive working environment;
- Strong practical experience in construction, maintenance, roads, housing, parks, burial grounds or a related operational environment;
- Good technical aptitude with the ability to operate and oversee a wide range of plant, machinery, tools and equipment;
- Ability to interpret technical information, drawings and specifications;
- A strong understanding of health and safety legislation, regulations and best practice;
- Experience promoting and enforcing safe systems of work;
- Commitment to maintaining high standards of workmanship and quality;
- Full Class B driving licence and access to a suitably insured vehicle.

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: €1,604.00–€1,647.56 per fortnight
- Leave: 25 days annually (inclusive of Good Friday)
- 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:

1. Operations & Maintenance Management

- Be responsible for the general maintenance and general operation of the Council's services in the area of roads, housing, burial grounds, parks or any other department/area as required by the Council;
- Plan, organise and allocate job tasks for the proper maintenance of Council assets in conjunction with supervisory staff and then supervise the delivery of same;
- Regularly inspect Council assets and ensure a satisfactory standard of maintenance;
- Arrange and co-ordinate the movement of maintenance staff to achieve the most efficient operation;
- Undertake general operative duties in the course of their role as required;
- Carry out any other duties as may be assigned.

2. Health, Safety & Compliance

- Have a knowledge of and understanding of Health and Safety legislation and procedures as applicable to the role and ensure that all works are carried out in accordance with Health and Safety requirements;
- The Roads Foreman will be required to use the ProWorks App for Health & Safety compliance on Roadworks Schemes. Training will be provided.
- Ensure that all works are undertaken and completed correctly, efficiently and in accordance with good practice and Health & Safety requirements;
- Enforce all relevant safety rules;

- Ensure the proper use by all workers under their supervision of any personal protective clothing and equipment and adherence by them of all appropriate Health & Safety procedures;
- Carry out Toolbox Talks and Safety Inspections;
- Ensure that all workers under their care operate Limerick City and County Council's Time Management System as directed by Management, monitor timekeeping records and promptly highlight any issues relating to timekeeping and compliance with safety policies and procedures;
- Ensure that all traffic control and signage at road works is properly maintained in accordance with Chapter 8 of the Traffic Signs Manual;

3. Plant, Machinery & Equipment Management

- Have a good technical aptitude and the ability to use a range of hand, mechanical and electrical tools/equipment;
- Supervise the operation of all machinery and plant in their area and ensure that all plant is properly, safely and gainfully operated;
- Follow appropriate procedures at all times in respect of plant being hired for various projects;
- Drive plant and machinery as required;
- Create a log of machinery and equipment and keep job records necessary for the effective and efficient operation of crew operations as required.

4. Staff Supervision & Workforce Management

- Have the ability to plan and manage workloads;
- Ensure that time sheets are completed for crew time worked in a timely manner and submit with supporting documentation for approval;
- Ensuring completion of time sheets (if required), together with supporting documentation, and submission of same to the appropriate officer for payment;
- Participation in the PMDS process and management of this process where required for direct reports;
- Report, investigate and act on disciplinary matters and reply in a timely manner to all correspondence and requests for reports;
- Assist in training and updating of the training matrix for staff to ensure it is up to date;
- Train in the use of and operate any technology deemed necessary by the Council and give instruction to staff on same where appropriate;
- Assist other crafts in their work from time to time.

5. Inspection, Quality Control & Contractor Oversight

- Ensure that all works are undertaken and completed correctly and in accordance with required standards;
- Inspect work carried out by any contractors engaged by the Council;
- Inspect work carried out by private developers in housing and industrial estates and similar locations;
- Have a high standard of workmanship;
- To report immediately the circumstances of any inefficiency or unsatisfactory work or service in their charge and to carry out the direction consequent on such reports.

6. Financial & Resource Management

- Arrange the supply and safe storage of materials necessary for maintenance/repair work and keep appropriate records of same;
- Certify goods received and payments to suppliers;
- Monitor expenditure in accordance with agreed budgets;
- Prepare data necessary to cost and analyse expenditure and prepare estimates in relation to all works as required.

7. Administration, Records & Reporting

- Carry out administrative tasks as required;
- Have the ability to follow oral and written instructions and write clear, concise reports;
- Read and record technical data in written and diagrammatic format;
- Create and maintain any records as required and prepare reports as required by management;
- Reply in a timely manner to all correspondence and requests for reports;
- Case management on the Council's Customer Management System (Sugar CRM).

8. Emergency Response & Out-of-Hours Duties

- Participate in out-of-hours response system if required and be available to attend to emergency work outside of normal working hours;
- Be available to respond to accidents and emergency situations including flooding, storm damage, etc. when required;
- Be available for emergency call-outs as required.

9. Communication, Liaison & Stakeholder Engagement

- Work in co-operation with other Council Departments;
- Liaise and co-operate with outside agencies/contractors engaged by the Council and external bodies such as An Garda Síochána, emergency services, etc;
- Utilise any communication systems, relevant technology and equipment required for execution of the post and crew operations;
- Keep the relevant supervisor, or their appointed representative, advised on all matters that may be of importance and/or interest to Limerick City and County Council, including anti-social behaviour and other matters.

10. Training, Development & Technology

- Attend and successfully complete relevant job training and refresher training at regular intervals as requested by the Council;
- Train in the use of and operate any technology deemed necessary by the Council;
- Give instruction to staff on technology and systems where appropriate;
- Assist in training and updating of the training matrix for staff to ensure it is up to date;
- Utilise any communication systems, relevant technology and equipment required for execution of the post and crew operations.

11. Physical & Technical Requirements

- Undertake physically demanding work which may involve working in confined conditions;
 - Have a good technical aptitude and the ability to use a range of hand, mechanical and electrical tools/equipment;
 - Read and record technical data in written and diagrammatic format;
 - Have a high standard of workmanship
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- Undertaking any other duties of a similar level and responsibility as may be required from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

Recruitment Process:

- Email completed application form to 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;

- Have a standard of education that would enable them to efficiently perform their duties, and must be capable of making satisfactory reports (including written reports) on matters pertaining to the duties of the post.
- Have experience/ability to motivate and control of staff and plan and organise job tasks.
- Have satisfactory knowledge of the requirements of health & safety legislation and the ability to properly complete safe systems of work plans.
- Excellent communication and interpersonal skills.
- Flexibility in terms of working hours as this position may require the successful candidate to work nights, evening and weekend work.
- Hold a current full, unendorsed Class B driver's license.
- Hold a valid current Safe Pass card prior to any prospective appointment to the post.

* 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.

Desirables:

It is desirable that candidates will demonstrate through their application form and at the interview the following:

- Hold a current, full unendorsed C1 driver's license;
- Selected CSCS qualifications;
- A capability or aptitude for computer-based systems (e. g. e-mail, word processing, spreadsheets) or, if not, to be willing to undertake any necessary training or upskilling required;
- Has the ability to use initiative and judgement;
- Ability to work as part of a team;
- Leadership skills and experience;
- Has a positive attitude with self- motivation;
- Excellent record of work-based achievements and flexibility;
- Problem solving skills;
- Experience in working on roads with live traffic;
- General Operative experience and ability;

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.

3. Salary:

Salary scale: **€1,604.00–€1,647.56** 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 **€1,604.00 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:

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 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 **no later than 19th August 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.

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:

Work Skills- (200 marks)
Demonstrates knowledge and experience suitable to the role.
• Knowledge and understanding of role and responsibilities; • Knowledge and understanding of health & safety; • Previous and current working environment; • Ability to supervise a team and maintain effective working relationships; • Technical experience.

Health and Safety - (200 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 duties.
• Have a satisfactory knowledge of Health and Safety legislation, statutory requirements, their implications for the workplace and an appreciation of the legal process; • Complies with all statutory, legal and quasi statutory rules, regulations and guidelines covering Safety; • Fully participates in appropriate Safety, Health and Welfare training interventions; • Keeps personal Health and Safety training qualifications current at all times.

Delivering Quality Outcomes - (200 marks)
Recognises the value of a requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.
• Abides by the laws, regulations, policies and procedures; • Deliver a high standard of service; • Manages time and workload effectively; • Takes the initiative when sees the opportunity; • Takes pride in the quality of service delivered and constantly seeks to improve it.

Personal Skills - (200 marks)
Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.
• Leading a team to ensure delivery of plans and schedules; • Have a strong team ethic of co-operation and mutual support; • Operates as a team leader and motivate others in individual and team situations; • Manage the role, performance and contribution of each staff member for which they are responsible; • Addresses conflict or dissatisfaction in a constructive manner; • Use diplomacy and tact to facilitate working relationships with members of the public.

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.

July 2026