



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

CRAFT GARDENER

Job Specification

CLOSING DATE: Monday 10th August 2026



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& County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

CRAFT GARDENER

The Position:

Limerick City and County Council is seeking enthusiastic, skilled and dedicated individuals to join our team as **Craft Gardeners**. This is an exciting opportunity to make a visible and lasting contribution to the county's environment, biodiversity and quality of life while working outdoors in a rewarding and varied role.

Successful candidates will be placed on a panel from which temporary and permanent vacancies may be filled during the lifetime of the panel.

Why Join Us?

As a Craft Gardener, you will have the opportunity to, create and maintain vibrant parks, gardens and green spaces enjoyed by thousands of residents and visitors, showcase your horticultural expertise through planting design, cultivation and landscape development projects, Contribute to biodiversity, sustainability and environmental enhancement initiatives across the county, work closely with local communities, Tidy Towns groups and residents' associations to deliver attractive and welcoming public spaces and develop your skills through ongoing training, new technologies and varied project work.

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: €1,628.32–€1,872.46 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:

- To develop, co-ordinate and implement the parks, open/green space planting, maintenance and development programme;
- Maintaining high levels of presentation in public parks, gardens and open spaces;
- Designing planting schemes;
- Planting and weeding flower beds and borders;
- Raising plants from seeds or cuttings and division;
- Planting & pruning trees and shrubs;
- Checking the health of plants by identifying any pests or diseases and controlling them;
- Applying nutrients to plants and watering containers;
- Responsibility for cleaning and maintaining tools, machinery and equipment;
- Managing green waste and composting;
- Apply plant knowledge;
- Assist with planting and maintenance of the Council's Nursery;
- Carry out hard landscaping works, such as concrete works, low level walls, fencing, paving etc.;
- Liaise with Tidy Towns and residents groups;
- Competent in the use of ICT Systems;
- Use all new technology and machinery as required;

- Comply with all Health and Safety requirements as required;
- Document & maintain tasks in accordance with LCCC Health & Safety Management System;
- Undertake any training as may be decided upon by the local authority from time to time;
- Any other duties which may be assigned from time to time.

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

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

Candidates shall on the latest date for receipt of applications;

- (a) Hold at a minimum, an Advanced Certificate in Horticulture (QQI Level 6), or equivalent qualification in Horticulture.
- (b) Have comprehensive experience in planning, planting and maintaining greens spaces and/or have a demonstrable aptitude for this type of work.
- (c) Have experience in the care and use of tools, machines and appliances used in the maintenance of parks, gardens and open spaces.
- (d) Have a thorough knowledge of the cultivation of plants, both indoor and under glass, as well as a good knowledge of decorative and landscape gardening;
- (e) Have had satisfactory experience of organising and setting out work.
- (f) Hold a current, unendorsed, full driving licence (minimum Class B).
- (g) Hold a current Safe Pass Registration Card.
- (h) Have a reasonable knowledge and awareness of Health and Safety Legislation and Regulations.

* 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:

- Relevant experience in working in local authorities or similar;
- Have satisfactory knowledge and a keen interest in horticulture, relevant to public open spaces, gardens and parks;
- Have good communication skills and have the ability to engage with a wide range of people;
- Have good organisational skills;
- Have the ability to work as part of a team;
- Have the ability to organise their own work and work schedule in an efficient manner;
- Be capable of working on their own initiative, in an independent environment and without constant supervision;
- Demonstrate a willingness and ability to stay up-to-date and adapt to current developments within the sector; such as the protection and enhancement of biodiversity and the implementation of nature-based solutions in relation to climate change adaptation;
- Have satisfactory working knowledge and experience of:
 - Computer based systems
 - Safety, health and welfare at work
 - Basic computer skills

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 (inclusive of Good Friday)

3. Salary:

Salary scale: **€1,628.32- €1,872.46**, paid fortnightly inclusive of LSIs. 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 **€1,628.32**)

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 working hours at present provide for a five day, thirty nine 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:

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 to 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 **no later than Monday 10th 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 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.

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:

Knowledge and Experience (200 Marks)

- Knowledge & understanding of the functions of a local authority;
- Knowledge & understanding of the role of a Craft Gardener;
- Knowledge of current Health & Safety Regulations and their application in the workplace;
- Level of interest/enthusiasm for the position.

Planning and Organising (200 Marks)

- Problem solving/decision making;
- Ability to plan, organise and schedule work/tasks to ensure they are completed on time and to specification;
- Ability to work on own initiative and unsupervised and maintain a positive, constructive, and enthusiastic attitude to their role;
- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair, and transparent manner.

Interpersonal and Communication Skills (200 Marks)

- Good communicator with the ability to develop and maintain good working relationships;
- Ability to give and receive information accurately and clearly and ability to take instruction;
- Strong ability to deal with the public;
- Identifies and manages conflict and potential sources of conflict.

Teamwork (200 Marks)
• Work as part of a team to ensure delivery of plans and schedules; • Have a strong team ethic of co-operation and mutual support; • Have effective written and verbal skills; • Operate as a team leader.

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

Limerick City and County Council is an Equal Opportunities Employer.

July 2026