Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

Assistant Foreman Craft

(Housing Maintenance)

Job Specification

CLOSING DATE: 20th NOVEMBER 2026

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

ASSISTANT FOREMAN CRAFT (Housing Maintenance)

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 **Assistant Foreman Craft (Housing Maintenance)** may be filled throughout the lifetime of the panel. The successful candidates(s) can be assigned to any area of Limerick City and County Council either now or in the future.

The **Assistant Foreman Craft (Housing Maintenance)** will report to the Foreman Craft or their nominee and will be expected to carry out the following non-exhaustive list of duties:

- Accept full line manager responsibility for the supervision and co-ordination of direct workers and contractors in their area of operation. Completing and verifying timesheets and all other reporting/recording as required and ensuring that crews have adequate supplies of tools and equipment for the works in hand.
- Supervise and implement the Time and Attendance policies and systems of Limerick City and County Council.
- Deal with complaints/incidents as they may arise and advise through Dynamics/CRM or other channels. Reply to complaints/incidents through the Dynamics/CRM portal on all platforms as made available.
- Supervise the conditions of all works areas and maintenance operations under the control of Limerick City and County Council ensuring that they are properly and safely operated in accordance with the relevant legislation.
- Co-operate with, support and implement the Safety Management System of Limerick City and County Council.
- Agree to make themselves available for out-of- hours works as required
- Agree to provide availability on a rota basis for out-of-hours/weekend cover to respond as necessary to call outs.
- Agree to undertake all training, familiarisation and refresher courses as deemed appropriate as part of the normal duties of the position including implementation of Information Technology, Health and Safety.
- Supervise the performance of all machinery and plant in their area and to ensure that all plant is properly and safely operated.
- Supervise, if so directed, the work of any employee who may be appointed in charge of one or more Gangers, Craftsmen, Inspectors, Caretakers, Drivers, General Operatives etc, for the execution of works in their area.
- Supervise and manage contactors in their area.
- Be responsible for the efficiency of works in the area and to carry out all instructions/inspections and furnish any reports, diaries, records, or other particulars described by the Supervisor, Engineer or other Line Manager (Technical or Administrative).
- Respond to reasonable requests for assistance by other bodies/members of the public to

carry out duties outside normal working hours.

- Report immediately the circumstances of any inefficient or unsatisfactory work or service in their charge and to carry out the direction consequent on such reports in line with Council policy.
- Collect and check time books and prepare timesheets and to take them to the office for examination at the appropriate time.
- Keep records of all work done including materials produced, supplied and used, and quantities of work done.
- Check measurements of loads etc. so as to verify that they contained the amount specified.
- Maintain a daily diary of incidents etc. which is to be available for inspection.
- Prepare requisitions for materials required for works in their area and complete all forms required in the supply of such articles or materials.
- Be responsible for the custody of all maintenance and construction materials, tools, and equipment in his/her area, and for the keeping of records necessary in relation thereto.
- Liaise with and supervise work carried out by contractors/sub-contractors engaged by the local authority.
- Prepare data necessary to enable the Craft Foremen/Engineers or other staff to work out daily or fortnightly costings, or other necessary analysis of expenditure in relation to work done as required.
- Furnish all reports and returns in connection with works, accidents and sundry matters which may be required from time to time.
- Use all IT systems in operation (and future enhancements/systems introduced) to ensure customer requirements are met in an efficient manner.
- Comply with all council policies and procedures, including (but not limited to) Health & Safety, Procurement, Budget management.
- Use of the Pro-works application for Health and Safety management is required
- Deputise for Craft Foremen when required not limited to one area which may change.
- Undertake craft work as appropriate or as may be required to ensure efficient delivery of service. Deputise for craft worker when required.
- Required to provide Foreman cover when required
- Any other duties that may arise.

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.

i. Hold an Advanced Craft Certificate (previously known as National Craft Certificate) (Level 6 on NFQ) in a recognised trade (e.g. Carpenter/Joiner, Plumber, etc.) or an equivalent qualification. (Please submit a copy of your Certificate with your application).

ii. Hold the National Craft Certificate or equivalent and have served a recognised apprenticeship, and be a fully qualified Craftworker

iii. Have a minimum of **five** years satisfactory experience, after completion of apprenticeship including supervision of works.

iv. Have good technical knowledge and be capable of working on their own initiative

v. It is required that Candidates be computer literate with a working knowledge of e-mail, word, excel etc.

vi. Be capable of writing clear and concise reports and keeping works records

vii. Be capable of reading drawings and having a good working knowledge and understanding of building and construction works

viii. Be capable of organising work schedules and motivating staff in completing works efficiently and effectively

ix. Hold a **current** clean full driving licence (minimum Class B), details of which must be entered on the application form

x. Hold a current Safe Pass Registration Card, details of which must be entered on the application form

*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 25 days annual leave (including Good Friday).

3. Salary:

Salary scale: **€986.13 - €1,037.74** per week 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 **€986.13**).

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 over seven day, thirty-nine hour 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 to 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 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 Friday 20th November 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:

Knowledge/Experience (200 Marks)

- Knowledge & understanding of role and responsibilities.
- Knowledge & understanding of Local Government.
- Knowledge of current Health & Safety Regulations and their application in the workplace.
- Knowledge of building standards and building regulations.
- Experience and aptitude in the use of computer software and a willingness to learn new I.T. systems.
- Level of interest/enthusiasm for the position.

Planning & Organising (200 Marks)

- Problem solving/decision making.
- Ability to work as part of a team & maintain effective working relationships.
- 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 across all levels, both senior and junior.
- Ability to give and receive information accurately and clearly and ability to take instruction
- Ability to work as part of a team with interpersonal skills to interact with contractors, team members and work colleagues.
- Strong ability to deal with the public.
- Identifies and manages conflict and potential sources of conflict.

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.

October 2026