Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Facilities Management Attendant

Candidate Information Booklet

Closing Date: Wednesday 25th November 2026

Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Facilities Management Attendant

The Position

Limerick City and County Council is establishing a panel from which temporary and permanent **Facilities Management Attendant** posts may be filled. As Facilities Management Attendant, you will play a vital role in ensuring that Limerick City and County Council's corporate buildings are safe, welcoming, efficient and well-maintained for staff, elected members and the public. This is a varied and hands-on role where no two days are the same. You will work as part of a dedicated Facilities team, supporting the smooth day-to-day operation of Council buildings and helping to deliver excellent services across the organisation.

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 contribute to meaningful projects, develop your skills, and be part of an organisation that values your ideas and professional development.

What We're Looking For

- We are seeking a practical, reliable and customer-focused individual who enjoys working as part of a team and takes pride in maintaining high standards;
- Have strong organisational and problem-solving skills;
- Be proactive and capable of working on their own initiative;
- Possess excellent customer service and communication skills;
- Have experience carrying out general maintenance, facilities or operational support duties;

- Be flexible and adaptable in responding to the changing needs of the service;
- Responsible for Health and Safety monthly checks;
- Demonstrate a strong commitment to health, safety and environmental best practice;
- Knowledge and experience in the use of computer systems required;
- Full Category B driving licence.

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: €1,563.30–€1,612.58 fortnightly
- Leave: 25 days annually
- Hours: 39 per week
- Superannuation scheme in place
- Paid Maternity and Paternity Leave
- A range of Family Friendly Policies
- A range of Learning and Developmental Opportunities

Key Duties & Responsibilities:

- To assist in the management, under the control and direction of the Assistant Facilities Manager/Facilities Manager, or as delegated, the various facilities and services necessary for the efficient and effective operation of Council buildings and other such premises as may be specified from time to time;
- To promote a good image of the Council and ensure the delivery of a quality and courteous service to the public, Councillors and staff;
- To assist in the management of the following contracts and/or services;
- All maintenance contracts including lifts, fire extinguishing equipment, security, office and window cleaning, etc;
- Responsible for all fire drills, fire officers and weekly fire alarm test;
- The computerised building management system governing ventilation and heating, etc;
- All technical systems;
- Shared facilities, e.g. copiers, printers, drinks machine, notice boards and audio/visual equipment;
- Any such service providers to the corporate buildings;

- To carry out under the direction of the Assistant Facilities Manager/Facilities Manager, the postal arrangements of the organisation;
- To carry out any repairs, maintenance and cleaning as may be required from time to time;
- To check plant and equipment and make safe any damaged fixtures or fittings;
- To respond to staff requests for assistance;
- Assist in the card access system, track and control new employees and leavers;
- To set up/relocate workstations and fixtures as instructed;
- To monitor regularly the Council Chamber, and conference and meeting rooms, and their equipment to ensure a satisfactory standard of maintenance;
- Assist in meeting room booking system;
- To maintain and clean the refuse room;
- To monitor and organise car parking areas and maintenance of the corporate grounds and to ensure that at all times the grounds are litter free;
- To be responsible for the daily security of the building which may include the custody of keys;
- To open and close buildings as directed;
- To monitor and respond to intruder alarm/fire alarm system and adjust as instructed. Monitor CCTV. Respond to panic alarms;
- To format and print access cards as instructed;
- To be available to attend to any emergency work that may arise outside of normal working hours;
- To respond to queries/calls from An Garda Siochana or any other such persons;
- General porterage duties including the movement and storage of materials/deliveries as required;
- Offer support to Customer Services and security for aggressive customers at public counters;
- This may include retrieval from the archive/storage facilities;
- To manage the stores in corporate buildings;
- Manage all deliveries to buildings, distribute or arrange collection of deliveries and to keep records of all deliveries;
- To assist in the preparation and execution of presentations/exhibitions, meetings including Council meetings etc;
- To ensure compliance with work safety procedures in operation in Limerick City and County Council and to fully participate in any safety programme that may be implemented;
- To wear any safety equipment/clothing supplied;
- To remove paper and cardboard waste from each office on a daily basis;
- To collect material from waste facilities regularly and to arrange for proper disposal of same in accordance with the Council's Environmental policies;
- To carry out inspections on all communal areas including toilets/changing facilities to ensure high standards of hygiene and cleanliness and carry out any works that may be required;
- To clean as required, any spillages, floods etc;

- To keep the Assistant Facilities Manager/Facilities Manager informed on all matters in relation to Council buildings and any other premises as may be specified from time to time;
- To keep a log of all calls/complaints received in relation to these premises;
- To create and maintain accurate records as required by the Assistant Facilities Manager/Facilities Manager, or as delegated;
- To carry out such work of a manual inspection or clerical nature as may be assigned to him/her from time to time;
- The person employed may be required to drive a car in the course of their duties and should possess a clean driving licence;
- To co-operate with and use any new technology/equipment that is put in place from time to time;
- To operate whatever type of communication system is supplied;
- Be required to make themselves available for training programmes as required by Limerick City & County council and to update the training as necessary;
- Any other duties as may be assigned.

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**

   (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.

- have reached a standard of education sufficient to enable him/her to carry out the duties assigned to him/her satisfactorily.

- hold a current **Private Security Authority Licence**.
- have satisfactory knowledge of and experience in building maintenance work.
- have good interpersonal and communication skills.
- have the capacity to contribute to and work well in a team.
- hold a current clean Category B driving licence and have the use of a car.

* 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

3. Salary:
Salary scale: **€1,563.30 - €1,612.58** 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 **€1,563.30**).

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:

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 remunertation 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:
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 & 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 or 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 25th 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 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 (300 marks)
• Knowledge and understanding of local authority policies and procedures; • Knowledge and understanding of role and responsibilities of Facilities Management Attendant; • Knowledge and understanding of I.T.

Personal Skills (300 marks)
• Interpersonal, communication & presentation skills; • Problem solving skills; • Leadership skills; • Organisational skills & ability to meet deadlines; • Ability to work in a team environment.

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