Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

Technician Grade 1

Candidate Briefing Document

CLOSING DATE : 26th November 2026

Comhairle Cathrach & Contae **Luimnigh**

Limerick City & County Council

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

Technician Grade 1

The Position:

Join Limerick City and County Council as a **Technician Grade 1** and play a vital role in shaping the future of our infrastructure and services. This is an exciting opportunity to work on diverse projects that make a real difference in the community. You'll collaborate with skilled professionals, use cutting-edge technology, and contribute to sustainable development across the region. If you're passionate about innovation, problem-solving, and delivering quality outcomes, this role offers the perfect platform to grow your career and make an impact. Technician Grade 1 positions are available across Civil/Construction/Building and Architectural panels. Successful candidates will support critical technical operations and ensure compliance with safety and quality standards.

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 Offer:

- A dynamic and inclusive work environment.
- Opportunities for training, development, and career progression.
- A culture that values employee engagement and wellbeing.

Minimum Qualifications

- NCEA/HETAC National Certificate in Civil Engineering, Geo-surveying, Construction Studies, or equivalent.
- Minimum of three years' relevant experience post-qualification OR equivalent service at Technician Grade II or higher.

Key Duties/ Responsibilities

The successful candidates may be expected to carry out some or all of the duties as set out below:

- Draft detailed dimensional drawings, maps and layout drawings as required
- Carry out level, GPS, asset and general layout surveys as required
- Carry out site inspections and prepare reports as requested
- Prepare reports, survey and record data and process information using IT systems, as required
- Prepare and implement traffic management plans
- Adhere to health and safety requirements
- Understand and review maps, technical drawings and structural specifications
- Use CAD or design software for design, drafting or other engineering/architectural tasks where required
- Use surveying techniques and equipment as required
- Perform day-to-day administrative tasks i.e. maintaining files, preparation of reports and related documentation
- Display knowledge of regulations – including health and safety, traffic management, water quality, environmental, and construction regulations
- Interact with members of the public, providing information and informing them of upcoming works
- Be responsible for the efficient use of resources including labour, plant and materials when supervising the above
- Develop project plans, calculate project cost, identify resource requirements and record project activities
- Carry out supervision of work crews including contract works
- Prepare procurement recommendations and adhere to procurement guidelines
- Procure minor construction works or work of a technical nature
- Prepare technical specifications
- Investigate and report on alleged offences under relevant Roads, Housing, Environmental and Planning legislation
- Carry out any other duties that may be assigned from time to time.

Desirable Skills

- Proficiency in CAD and related design software.
- Strong communication and teamwork skills.
- Knowledge of relevant legislation and safety standards.
- Flexibility and problem-solving ability.

Terms & Conditions

- Salary: €49,753 - €58,952 per annum (inclusive of LSIs).
- Annual Leave: 30 days.
- Hours: 35-hour week; flexibility required for occasional out-of-hours work.
- Location: Any Council premises; travel at own expense.
- Superannuation & Sick Leave: Public Service schemes apply.

Application Process

- Complete the official application form and email to recruitment@limerick.ie by the closing date, 26th November 2026
- CVs will not be accepted in lieu of the application form.
- Shortlisting may apply based on qualifications and experience.
- Selection will include a competency-based interview.

Interview Competencies

- Technical Knowledge & Experience.
- Delivering Results.
- Personal Effectiveness.

The Person - Qualifications:

1. **Character**

   Each candidate must 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, Experience etc.**

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

(a) (i) have passed the N.C.E.A. / H.E.T.A.C. National Certificate Final Examination in
Civil Engineering, or
Geo-surveying, or
Construction Studies, or
Construction Studies in Building Maintenance, or
Construction Studies in Architectural Graphics,

or

Hold an equivalent qualification

and

(ii) have at least three years satisfactory experience after attaining the qualification concerned

or

(iii) (a) have, satisfactory relevant experience, in a technician post at Grade II level, or in an analogous post under a local authority or health board in the State,

and

Have at least three years satisfactory relevant experience in a technician post at Grade II level or in an analogous post,

or

(b) have satisfactory service, in a technician post at Grade I or higher level in an analogous post under a local authority or health board in the State,

(c) possess adequate training or experience relating to the control and supervision of staff.

* 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 **30** days annual leave.

3. Salary:

Salary scale: **€49,753 - €58,952** per annum, 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 **€49,753**)

4. Location:

Limerick City and County Council reserve 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-five 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 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:

- There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- Such period shall be set by the Director General, and this period may be extended at their discretion.
- 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:

<u>Basis for Processing your Personal Information</u>

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 26th 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:

Technical Knowledge and Experience (200 Marks)
• Demonstrate the knowledge and understanding of the structure and functions of Local Government • Demonstrate the understanding of key challenges facing Local Government and Limerick City and County Council • Understands the role of a Technician Grade 1 • Has relevant administrative experience • Experience of compiling, preparing and presenting reports, presentations, correspondence etc. • Has knowledge and experience of operating ICT systems • Effective budget and financial and resource management • Has knowledge and experience of operating ICT systems. • Effective financial and resource management.

Delivering Results (200 marks)
Problem Solving and Decision Making • Can pinpoint critical information and address issues logically. • Understands the context and impact of decisions made. • Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives. **Operational Planning** • Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. • Establishes high quality service and customer care standards. **Delivering Quality Outcomes** • Promotes the achievement of quality outcomes in delivering services. • Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required.

Personal Effectiveness (200 marks)
Relevant Knowledge • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Demonstrates the required specialist knowledge, understanding and training for the role. **Resilience and Personal Well Being** • Demonstrates appropriate and positive self-confidence. • Remains calm under pressure and operates effectively in an environment with significant complexity and pace. **Integrity** • Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. **Communicating Effectively** • Actively listens to others and shares information with relevant stakeholders. • Has highly effective verbal and written communication skills. • Presents ideas effectively to individuals and groups. **Personal Motivation, Initiative and Achievement** • Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. • Is self-motivated and persistent when faced with difficulties. • Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

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.