



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

**Post of:
Chief Technician**

Closing Date: 4:00pm on Thursday, 26th March 2026

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote **'Chief Technician Application'** followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role

The Chief Technician will work as part of a multi-disciplinary design office team dealing mainly with all the different aspects of infrastructure design.

He/she will be expected to be a self-starter and use initiative and work to a high standard. The role requires excellent technical, supervisory, interpersonal, communication, research, reporting, budgetary and timescale management. The post holder will be expected to carry out their duties in a manner that enhances public trust and confidence and ensures impartial decision making.

The position of Chief Technician is a senior technical post within the Council. The successful candidate will work under the direction and management of the Executive Engineer, Senior Executive Engineer, Senior Engineer or Director of Service as appropriate and will, from time to time, be required to deputize for senior personnel and must be willing to take on this challenge.

The 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. Citizenship:

Candidates must, by the date of any job offer, be:

- i. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- ii. A citizen of the United Kingdom (UK); or
- iii. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- iv. 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
- v. 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
- vi. 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

4. Education, Training, Experience, etc.

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

- (a) Have satisfactory experience, in a technician post at Grade 1 or higher level or in an analogous post under a local authority or health board in the state,
- (b) have at least nine years satisfactory relevant experience in a technician post at Grade II or higher level or an analogous post,
- (c) have a thorough knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work and have experience in taking charge of such a section or other sections of the work,
- (d) have adequate experience in dealing with other departments within their own organisations and with other bodies,
- (e) have adequate experience in the direction, supervision and control of staff, and
- (f) possess technical training and experience and administrative experience of a high standard

Note: Candidates must hold a current valid unendorsed driving license in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- A track record of delivering results.
- A high proficiency in Autocad Civil 3D.
- Experience with using the Map Road Pavement Management System (PMS) Software System and Map Info.
- Experience of inputting Road Works Programs in Map Road Pavement Management System (PMS).
- Experience in maintaining and updating a County Roadworks Schedule.
- Familiarity with Road Condition and Pavement Surface Index Surveys on local roads.
- Experience in all aspects of Road Design.
- A track record of Technical input to statutory procedures such as CPOs, Byelaws, and Part 8 Applications.
- Familiarity with the role of the Road Management Office (RMO).
- Experience in completing financial claims and submitting same to the TII or Government Departments.
- Experience of installing and maintaining mapping on Council network which involves liaison with OSI.
- Experience in contributing to the operational and strategic planning processes and in the implementation of the agreed aims of same.
- Excellent interpersonal, communication and influencing skills.
- Good knowledge and awareness of statutory obligations of Health and Safety Legislation the implications for the organization and the employee, and their application in the workplace.
- Experience of managing finance and budgets and ensuring value for money.
- Good general ICT skills.
- Ability to work under pressure, both independently and as part of a team.
- Ability to work within a multi-disciplinary team including supervision of staff.
- Ability to self motivate and achieve good performance.

- Ability to motivate, empower, encourage and achieve maximum efficiency and value for money from the personnel and processes under his/her control.
- An understanding of local authority services and structures in Ireland.
- Skills to schedule/programme the carrying out of work.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

Management and Change	<ul style="list-style-type: none"> • Can translate corporate policies and objectives into operational plans and outputs. • Displays the ability to think and act strategically. • Demonstrates innovation and creativity to secure successful outcomes. • Has a clear understanding of the political reality and context of the organisation. • Develops and maintains positive, productive and beneficial relationships with a range of stakeholders. • Builds networks of technical and professional contacts. • Fully implements safe systems of working in accordance with Safety Management System. • Effectively manages the introduction of change and demonstrates flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none"> • Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. • Plans and prioritises work and resources effectively. • Establishes high quality service and customer care standards. • Can pinpoint critical information and address issues logically. • Understands the context and impact of decisions made. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. • Promotes the achievement of quality outcomes in delivering services. • Evaluates the outcomes achieved, identifies learning and implements improvements required.
Performance through People	<ul style="list-style-type: none"> • Leads, motivates and engages others to achieve quality results. • Builds and leads positive, diverse and productive section/units and teams effectively. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Effectively manages performance including underperformance or conflict. • Empowers and encourages people to deliver their part of the operational plan. • Recognises the value of and requirement to communicate effectively with all employees. • Has highly effective verbal and written communication skills and good interpersonal skills. • Presents ideas clearly and effectively to individuals and groups.

Personal Effectiveness	<ul style="list-style-type: none"> • Maintains a positive, constructive and enthusiastic attitude to their role. • Takes initiative and seeks opportunities to exceed goals. • Is self-motivated and persistent when faced with difficulties. • Manages time and workload effectively. • Demonstrates an understanding of the role of Chief Technician in the local authority context. • Has relevant experience to date and demonstrates the required specialist knowledge, understanding and training for the role. • Keeps up to date with current developments, trends and best practice in their area of responsibility. • Has knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one relevant section of the work. • Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.
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The Principal Terms & Conditions:

The post is **wholetime, permanent and pensionable** and will be based in **Leitrim County Council Offices in Carrick on Shannon, County Leitrim.**

1. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a technical, administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

Reporting to the Senior Executive Engineer, Road Design Department, or such other officer as may be determined from time to time, the main duties and responsibilities of the Chief Technician may include, but will not be limited to, the following:

- Providing necessary information to Senior Management relevant to their area of responsibility.
- Management and supervision of staff and the co-ordination of duties of staff under their control.
- Ensuring the efficient delivery of services in their area of responsibility.
- Providing technical services to the area of responsibility to which he/she has been assigned, e.g. site inspections, site surveying, creation of drawings and graphics, report writing and such other duties associated with a drawing office.
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned, CAD, Graphics, GIS Software such as ESRI/ArcGIS, Autodesk's AutoCAD, MapRoad PMS, Microsoft Office Suite of applications such as Word, Excel, Access, Powerpoint, Agresso.

- Drafting and inputting roadworks program on Map Road Pavement Management System (PMS).
- Liaison with the Road Management Office.
- Preparing and submitting monthly claims to TII.
- Maintaining and updating the Road Works Schedule.
- Reviewing of Speed Limits in County Leitrim & maintaining the speed limits data base on Map Road Pavement Management System (PMS).
- Liaising with other departments, members of the public and external agencies in relation to operational aspects of assigned work.
- Functioning as a Team Leader, this includes: prioritising work as determined by the Head of Department/Service, functioning as a facilitator and co-ordinator between team members and other departments and external agencies and being responsible for the allocation of work and ensuring task completion.
- Preparation of estimates.
- Preparation of public consultation display material.
- Preparation of design drawings, contract documents, supervision of tender process and completion of tender assessment reports.
- Preparation of drawings/reports for and attendance at meetings.
- Preparation and monitoring of works programmes.
- Preparation of land registry maps, dealing with the land registry office and assessment of titles advising on implications of particular title/property dealing.
- Providing technical advice and mapping support regarding the preparation and conclusion of Compulsory Purchase Orders, serving notices etc.
- Responding to Service in Charge queries regarding public road ownership.
- Preparation and uploading of Performance Indicator Data.
- Contributing to individual staff development, personal development and team development initiatives.
- Providing a high level of service to public representatives, including attendance at and presentations at meetings, including Municipal District level.
- Carrying out all responsibilities in relation to Health and Safety and maintaining, managing where required and proactively developing a culture of Health and Safety in the workplace.
- Undertaking any course of training organised by Leitrim County Council which he/she is designated to attend.
- Keeping up to date with latest specifications and standards.
- Any other associated duties as may be assigned from time to time.

2. Salary:

The salary scale for the position of Chief Technician is within the range (scale effective from 1st February 2026):

**€57,451 - €58,818 - €60,435 - €62,063 - €63,697 - €65,153 - €66,639 -
€68,076 - €69,501 - €71,989 (LSI) - €74,488 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he / she is required by or under any enactment to perform.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

The holder of the post will be based in **Leitrim County Council Offices in Carrick on Shannon, County Leitrim**. Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any base or to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County Council the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at his/her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health:

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed to a permanent position, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum. Annual leave year runs from 1st January to 31st December.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week, Monday to Friday. The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

8. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement:

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) 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. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) 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 office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (Email: jobs@leitrimcoco.ie)

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by **4:00 p.m. on Thursday, 26th March 2026** via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Chief Technician Application**' followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTE:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER