



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

**Part-Time Civic Amenity Site Attendant
Mohill Civic Amenity Site
(2 Year Fixed Term Contract)**

Closing Date: 4:00 p.m. on Thursday 6th November 2025

Important Notes

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

Please quote '**Civic Amenity Site Attendant 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:

Leitrim County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which temporary vacancies for Part-Time Civic Amenity Site Attendant may be filled.

Civic Amenity Site Attendants are frontline service employees who are involved in the delivery of key local authority services in the heart of communities. The role is part-time, operational and manual. Typical duties for Civic Amenity Site Attendants include complying with the Civic Amenity Site (CAS) License, collection of gate charges, issuing of receipts and lodging proceeds, aiding and advising customers with the use of the facility, general upkeep of the site and surrounding area etc. The ideal candidate will have relevant experience and be highly motivated, adaptable, flexible, capable of acting on their own initiative and someone with a strong sense of commitment to delivering quality public services. The Civic Amenity Site Attendant will also support environmental initiatives including Bulky Waste Collections etc.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

Each candidate 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 for any of the above panels 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.

4. Education, Training, Experience etc.

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

- (i) Have reached a standard of education sufficient to enable them to carry out the duties of the position satisfactorily;
- (ii) Have previous experience relevant to the duties outlined for Civic Amenity Site Attendant;
- (iii) Hold a valid Safe Pass Card *
- (iv) Hold a current valid and unendorsed driving licence in respect of Category B vehicles or equivalent in the EU Model Driving Licence.

NB: A copy of Safe Pass Card and Driving Licence must be submitted with your application.

****Where a candidate does not hold a current valid Safe Pass Card this requirement must be met prior to taking up any offer of a Civic Amenity Site Attendant position (meeting this requirement will not be permitted to delay any appointment process and the onus is on the candidate to ensure that they have met the requirements in a timely manner).***

Each candidate will demonstrate through their application form and at interview (if called for interview) that he/she:

- Has good communication / interpersonal and customer awareness skills.
- Has capacity to contribute to and work well as part of a wider team.
- Is self-motivated with a record of demonstrating initiative and ability to use judgement in a work-place environment.
- Has sufficient knowledge and understanding of Safety, Health & Welfare at work.

The Ideal Candidate will have:

- Understanding of the role of Civic Amenity Site Attendant.
- Previous experience relevant to the duties outlined for Civic Amenity Site Attendant.
- Relevant training/qualifications e.g. Manual Handling, Safe Pass etc.
- Good knowledge and previous experience in Safety, Health & Welfare at Work.
- Ability to use judgement in a work-place environment.
- Good organisation skills.
- Good interpersonal and communication skills.
- Experience in dealing with the public and good customer awareness skills.
- A willingness to learn and aptitude to use all new technology and information systems.
- Flexibility in terms of working hours as the duties can involve working outside of normal hours as required.
- Knowledge and understanding of the functions of a local authority

The Skills / Aptitudes for the Post:

Candidates should have all the skills/aptitudes required of a Civic Amenity Site Attendant and, in particular they must demonstrate, by reference to specific examples from their career to date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Civic Amenity Site Attendant as identified in the following skills/aptitudes framework.

Please take particular note of these when completing the application form as any short-listing or interview processes will be based around these skills/aptitudes and the associated information provided by candidates.

It is in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in the application form.

Knowledge/Experience & Skills:	• Directly relevant experience having regard to the duties of the post. • Required knowledge, understanding and training for the role. • Experience in working directly with the public. • Professional in performing the role and in carrying out their responsibilities.
Teamwork & Initiative:	• Can be trusted to work independently and unsupervised. • Capacity to contribute to and work well in a team. • Willing to listen to and carry out instructions. • Will work hard and do a good job whatever the task and in all conditions. • Shows initiative and ability to use judgement in a work-place environment.
Communication Skills & Customer Focus:	• Relates well to others and maintains positive working relationships, sharing information and knowledge as appropriate. • Takes pride in the quality of service delivered and seeks to improve it. • Is respectful, courteous and professional, remaining composed even in challenging circumstances. • Represents the organisation positively and professionally when dealing with members of the public and other stakeholders.
Awareness of Health & Safety:	• Understands the importance of health and safety in the workplace and of ensuring that workplace health and safety guidelines and procedures are followed. • Is aware of the surrounding environment and can identify potential risks. • Is alert to possible dangers in situations. • Pays due care and attention to both own and others safety.

The Principal Terms and Conditions:

1. Particulars of the Position

The position is **part-time (16 hours per week), temporary, and pensionable** and will be located in Mohill Civic Amenity Site, Mohill, Co. Leitrim. The appointment will be on the basis of a **2 Year Fixed Term Contract**, subject to a probationary period of 6 months.

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 premises in use by the Council now or in the future.

2. Remuneration

The gross weekly wages for the post of Civic Amenity Site Attendant (analogous to General Operative) effective 1st August 2025, is as follows:

Point 1	€684.25	after 4.5 years	€750.52	after 9.5 years	€760.32
after 0.5 years	€698.51	after 5.5 years	€752.48	after 10.5 years	€762.42
after 1.5 years	€741.68	after 6.5 years	€754.40	after 11.5 years	€764.50
after 2.5 years	€745.22	after 7.5 years	€756.30	after 12.5 years	€764.50
after 3.5 years	€748.61	after 8.5 years	€758.32	after 13.5 years	€765.29

Persons who are appointed to the post of Part-time Civic Amenity Site Attendant will be placed on the pay scale in line with approved arrangements. 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 remuneration shall be subject to such statutory deductions as may operate from time to time e.g. PAYE, PRSI, ASC, USC etc. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their official duties or in respect of services which they are required by or under any enactment to perform.

3. Duties & Responsibilities

The Civic Amenity Site Attendant grade is an entry-level outdoor grade and is a critical post in terms of ensuring quality service delivery to the public.

Successful candidates will be required to carry out duties as may from time to time be assigned to her/him in relation to her/his employment and as may be appropriate to any function of the local authority for which the Chief Executive is responsible, and carry out such instruction as may be given in relation to the performance of duties. The duties shall include, but will not be limited to the following:

- Complying with the Civic Amenity Site (CAS) License.
- Day to day operations and management of the Civic Amenity Site.
- Collection of gate charges, issuing of receipts and lodging proceeds.
- Managing access and ensuring all site rules and environmental regulations are followed.
- Ensuring that only appropriate waste is deposited at the facility and that waste received is sorted appropriately.
- Aiding and advising customers with the use of the facility and dealing with customer queries.
- General upkeep of the site and surrounding area, including chemical spraying and weed control.
- Monitoring use of facility and co-ordinating emptying of bins etc.
- Ensuring that waste register for the Civic Amenity Site is complied with and kept up to date.
- Ensuring line manager is informed of any incidents arising in connection with the Civic Amenity Site.
- Record keeping as required.
- Assisting with and supporting Environmental/Waste initiatives and events at different locations throughout the County (e.g. Bulky Waste Collection Days).
- Control of Civic Amenity Site capacity in all areas.
- Loading and unloading of waste materials.
- Assisting in contractor supervision.
- Ensuring that the Council's safety management systems are complied with.
- Compliance with all organisational policies, procedures and legislation.
- Participating and co-operating with all training initiatives as required.
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- Such other duties as may be assigned to them from time to time as directed by the engineer or authorised supervisor.

Please note that these duties are typical of a Civic Amenity Site Attendant and are indicative rather than exhaustive.

The work will be carried out in accordance with established work practices or as negotiated from time to time. Employees must attend at all training courses deemed necessary by their employer for their area of work.

The person employed will be required to perform assigned duties exercising a duty of care, in the interest of safety of oneself, fellow employees and the general public, at all times in compliance with Leitrim County Council's Safety Management System. Working in a safe manner, in full compliance with the relevant safety legislation and construction regulations, will be the primary responsibility of the Civic Amenity Site Attendant.

4. Residence

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof, to enable his/her duties to be discharged in a satisfactory manner, as approved by Leitrim County Council.

5. Hours of Duty

Core hours of work will be 16 hours per week. The exact schedule of hours will be determined at offer of employment stage. The opening days for the Civic Amenity Site however are anticipated to continue to be Friday and Saturday.

The Council reserves the right to alter the working hours as required having regard to operational requirements.

The successful candidate may be required to work additional hours as necessary and may be called on in case of emergency or urgent need.

6. Probation

Employment is subject to a probationary period of six months, or such other period as may be determined, during which there will be an ongoing review of performance. Candidates shall cease to be employed as Civic Amenity Site Attendant at the end of the probationary period unless the Chief Executive has certified that the service of such person is satisfactory. The probationary period may be extended at Leitrim County Council's discretion.

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

7. Annual Leave

The annual leave entitlement for the post of Part Time Civic Amenity Site Attendant will be 80 hours per annum (pro-rata to 195 hours per annum for a full-time role). The annual leave year is aligned to the Calendar year – January to December. Annual Leave will be taken in accordance with the Council's Annual Leave Policy for Outdoor Employees.

8. Superannuation

All new entrants to pensionable public service employment on or after 1 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.

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.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). 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 licence (Category B) and may be required to attend at other locations on occasion as required e.g. Bulky Waste Collection Days and/or other Environmental initiatives and events throughout the County. Travel and subsistence expenses will be paid in accordance with nationally agreed rates and associated local policy.

11. 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.

12. Outside Employment

The position is part-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. 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

Step 1: Initial Screening re Eligibility

In the first instance, all applications received by the latest date/time for receipt of completed applications will be screened for eligibility in accordance with the Qualifications for the post as set out in this booklet. Candidates should ensure that they have completed all Sections of the application form in full.

Step 2: 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 candidates may be short-listed for interview on the basis of the information supplied on the application form.

In the event of a shortlisting exercise being required, application forms will be examined and assessed based on the requirements of the position i.e. **Knowledge/Experience & Skills; Teamwork & Initiative; Communication Skills & Customer Focus; Awareness of Health & Safety.** Therefore, it is very important that you think about **your experience** in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

Shortlisting does not suggest that candidates not selected for interview 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.

Only information contained in the application form, and in particular the examples you provide in relation to the Skills/Aptitudes, will be considered at shortlisting stage. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on the application form and also to demonstrate sufficient evidence of the skills/aptitudes required for the position.

Leitrim County Council also reserves the right to hold shortlisting interviews.

Step 3: Interview

Candidates who are successful in the shortlisting process will be invited to attend for interview which will be conducted by a board set up by Leitrim County Council – the interview may be conducted face by face or by way of online MS Teams. Candidates called for interview will be assessed on the Skills/Aptitudes for the post as set out above i.e. **Knowledge/Experience & Skills; Teamwork & Initiative; Communication Skills & Customer Focus; Awareness of Health & Safety.**

A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position, and that they are

otherwise suitable for appointment, may, within the life of the panel, be appointed to this post. The panel will exist for 2 years from the date of formation.

Additional Information:

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- 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 such 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 are available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department by emailing jobs@leitrimcoco.ie.

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

Closing date for receipt of applications is 4:00 p.m. on Thursday 6th November 2025 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote '**Civic Amenity Site Attendant 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.

NOTES: 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.