



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

**Post of:
Community Warden**

Closing Date: 4.00pm Thursday 21st May 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 '**Community Warden 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:

Community Wardens are frontline service employees who are involved in the delivery of a wide range of key local authority services in the heart of communities. The Community Warden service has a County-wide remit which may involve the distribution of duties on a functional, electoral or geographic area basis. The distribution of duties in this way may be adjusted from time to time in the interests of flexibility and organisational efficiency.

For the most part Community Wardens will be required to carry out duties as outlined below throughout the County, to include rotation between areas as required, with flexibility to move geographically across the County in response to requirements.

The successful candidate will be required to work under the direction and supervision of the appropriate line manager and carry out duties as may from time to time be assigned to him/her in relation to his/her employment and as may be appropriate.

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 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 and Experience**

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

- (i) Have reached a standard of education sufficient to enable them to carry out the duties of Community Warden satisfactorily;
- (ii) Have adequate experience relevant to the post and the ability to work on own initiative without constant supervision;
- (iii) Be able to demonstrate an awareness/understanding of the role and function of a Community Warden;
- (iv) Be capable of writing clear and concise reports and keeping work records;
- (v) Have a good knowledge and previous experience in Safety, Health & Welfare at Work and in dealing with the public;
- (vi) Hold a current full Class B Driving Licence, free from endorsement;
- (vii) Hold a valid Safe Pass Card*

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

- previous experience in dealing with the public and providing a direct Customer Service.
- previous experience of working under supervision and reporting to Authority,
- a proven ability to work with others as part of a team and to take direction from Authority,
- previous experience in record keeping and preparing reports,
- an ability to work on their own initiative.

Applications will be short-listed on the basis of the information provided on the application form.

****Where a candidate does not hold a current valid Safe Pass Card this requirement must be met prior to taking up any offer of Community Warden 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).***

The Ideal Candidate Shall have:

- An understanding the role of a Community Warden.
- Knowledge, experience and training relevant to the duties outlined for a Community Warden.
- The ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- The capability of keeping work records and recording accurately the quantities of work.
- A flexible and adaptable approach with the ability to multi-task.
- Good judgement and problem solving skills.
- Strong initiative, organization skills and discipline, and the drive to deliver the required results.
- Effective interpersonal and written and verbal communication skills, with the ability to prepare technical and other reports for line managers.
- Good ICT skills and an ability to use technology (eg. hand-held smart technology etc) as required.
- Experience in dealing with the public and a strong sense of commitment to delivering quality public services.
- An excellent knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application in the workplace.
- A strong understanding of the role and duties of managers in safety and staff resource management in the workplace.
- A good understanding of how local authorities operate.

Skills/Aptitudes for the Post:

Candidates should have all the skills/aptitudes required of a Community Warden 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 Community Warden 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 and Skills: | <ul style="list-style-type: none"> • Directly relevant experience having regard to the duties of the post. • Required knowledge, understanding and training for the role. • Understanding of the role of a Community Warden. • Experience of working as part of a multi-disciplinary team. • Experience and knowledge of health and safety regulations in the workplace. • Understanding of the importance of ensuring that workplace health and safety guidelines and procedures are followed. |
| Communication Skills & Customer Focus: | <ul style="list-style-type: none"> • 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 • Communicates and reports effectively |
| Delivering Results: | <ul style="list-style-type: none"> • Capacity to organise, plan and prioritise work programmes. • Follows procedures, ensures compliance and maintains appropriate records. • Demonstrates problem solving, judgement and decision-making skills. • Takes initiative and is open to taking on new challenges and responsibilities. • Delivers quality work and services. |
| Personal Effectiveness: | <ul style="list-style-type: none"> ▪ Manages time and workload effectively. ▪ Maintains a positive, constructive and enthusiastic attitude to the role. ▪ Demonstrates flexibility and openness to change. ▪ Responds positively to the challenges of the job and is proactive in addressing issues and problems. ▪ Is self-motivated and committed and demonstrates a strong customer service ethos. ▪ Is professional in performing the role and in carrying out their responsibilities. |

Principal Terms and Conditions:

Posts which may arise during the lifetime of this panel may be whole time permanent or wholetime temporary. The first appointment off the panel will be a permanent position.

1. **Duties:**

The duties shall be such as may be assigned from time to time by the County Council under the general direction and supervision of the Chief Executive, or such person as may be delegated by the Chief Executive, and shall, in particular, include the following:-

- (i) **Enforcement Duties in accordance with the enforcement objectives/responsibilities of Leitrim County Council under relevant Legislation and associated Regulations and Bye Laws**, including but not limited to, Litter Pollution, Water Pollution, Noise Pollution, Air Pollution, Protection of the Environment, Waste Management, Waste Presentation, Public Health; Roads & Traffic, Parking, Casual Trading, Control of Horses, Control of Dogs, Pounds, Derelict Sites, Planning, Housing etc.
- (ii) **Inspecting, Monitoring and Reporting Duties on matters arising in relation to areas such as:**
 - (a) Waste Management Legislation
 - (b) Household Waste Bye Lays and Litter Bye Laws - issue fines / court preparation and attend same.
 - (c) Traffic Warden Duties - issue fines / court preparation and attend same.
 - (d) Upkeep of Amenities and Attractions
 - (e) Local Authority Estates
 - (f) Hazards or other problems identified which require rectification by Leitrim County Council (eg. hazards on footpaths, damage to signage, inadequate road marking, defective public lighting etc).
- (iii) **Other General Duties including the following:**
 - (a) Be familiar with relevant policies, bye-laws and legislation
 - (b) Monitoring and Upkeep of Leitrim County Council Amenity Areas, Playgrounds and Tourist Attractions
 - (c) Monitoring and Upkeep of Recycling Centres and Civic Amenity Sites
 - (d) Monitoring and Upkeep of Life Saving Equipment at Water Amenities
 - (a) Produce reports and attend meetings to represent service as required.
 - (b) Record and collate daily activities including time and area patrolled; incidents and issues encountered, course of action taken; anticipated time and method of resolution.
 - (c) Attend and give evidence in court.
 - (d) To liaise with Council officers in reporting and dealing with fly-tipping, abandoned vehicles, noise and pollution complaints.
 - (e) Monitor and seek solutions to car parking issues at problem locations.
 - (f) Work outside regular hours.
 - (g) Be helpful and courteous to members of the public at all times
- (iv) **To undertake any other duties commensurate with the grade and general duties of the post, as may be assigned.**

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Community Wardens will be required to liaise with An Garda Síochána at local level, and also with local Area Engineers and other appropriate officers of Leitrim County Council.

Employees must attend at all training courses deemed necessary by their employer for their area of work, including in relation to new systems, processes, devices and equipment and utilise such systems, processes, devices and equipment in the course 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 Health & 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 all Community Wardens.

2. Remuneration:

The Salary scale (weekly) for the post of Community Warden (aligned to Waterworks Caretaker Grade V Scale), is within the range (Scale effective from 1st February 2026):

| | |
|----------------|---------|
| On Recruitment | €844.48 |
| after 1 year | €852.00 |
| after 2 years | €859.38 |
| after 3 years | €867.38 |
| after 4 years | €875.38 |
| after 5 years | €883.51 |
| after 6 years | €891.47 |
| after 7 years | €898.95 |
| after 8 years | €906.42 |
| after 9 years | €911.39 |

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. 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. Holders of the office 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 office or in respect of services which they are 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.

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

4. Area of Operation:

The Community Warden Service has a County-wide remit which may involve the distribution of duties on a functional, electoral or geographic area basis. The distribution of duties in this way may be adjusted from time to time in the interests of flexibility and organisational efficiency.

For the most part the Community Wardens will be required to carry out the duties as outlined above throughout the administrative County of Leitrim, to include rotation between areas as required.

5. Working Hours:

Community Wardens will be required to work a 39 hour week at such specific times as may be notified by the Council from time to time. The working week may include (a) periodic early morning and evening work, (b) weekend work. Normal working week will be 5 days of a 6-day week, i.e. Monday to Saturday. Starting and finishing times are as notified to you by your supervisor.

The Council reserves the right to alter hours of work from time to time.

All hours worked 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.

6. Probation:

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 twelve months 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.

7. Health

For the purposes of satisfying the requirement as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate

8. Annual Leave:

The annual leave entitlement for this post will be 25 days per annum. Annual leave year runs from 1st January to 31st December. Annual leave will be taken in accordance with the Council's Annual Leave Policy for Outdoor Employees.

9. 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.

10. 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, is 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.

11. 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.

12. 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. Leitrim County Council may provide a vehicle for official use to the person appointed.

13. Uniform:

The person appointed will be required to wear a uniform (which will be supplied by Leitrim County Council) at all times when on duty, unless otherwise authorised by Leitrim County Council.

14. Training:

The successful candidate will be required to undergo initial, and on-going, courses of training. Employees must attend at all training courses deemed necessary by their employer for their area of work, including in relation to new systems, processes, devices and equipment and utilise such systems, processes, devices and equipment in the course of work.

15. 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.

16. 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.

17. 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 **Skills/Aptitudes** 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 position 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 twelve months 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 21st May 2026** via email only to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Community Warden 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.