



Comhairle Chontae Liatroma Leitrim County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

Post of:

Environmental Technician Grade 1

Closing Date: 4:00 p.m. on Thursday 31st July 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 '**Environmental Technician Grade 1 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 panels from which permanent and temporary vacancies for Environmental Technician Grade 1 may be filled. Environmental Technician Grade 1 vacancies will generally arise within the Environment & Rural Water Department of Leitrim County Council.

The role can include responsibility for Waste, Water, Air & Noise monitoring, investigation, and enforcement duties.

The person/s appointed will work under the direction and control of the Assistant Scientist/Executive Scientist/Senior Executive Engineer or other officer designated by the Director of Services or the Chief Executive.

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, Training, 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:

Science in Applied Biology, **or**

Science in Applied Chemistry, **or**

Hold an equivalent qualification

and

have at least three years satisfactory relevant experience after attaining the qualification concerned,

or

(ii) 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

(iii) have satisfactory service, in a technician post at Grade 1 or higher level in an analogous post under a local authority or health board in the State,

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

(c) Hold a full clean Class B driving licence and have access to his/her own vehicle.

**** Please ensure that confirmation of qualification from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application, where eligibility under 4(a)(i) above applies. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without qualifications will be deemed ineligible and not considered further**

The Ideal Candidate Shall Have:

- Relevant technical experience in line with the requirements of the position.
- Good understanding of environmental policy and legislation as it relates to the Water Framework Directive, pollution control, waste legislation and waste management principles etc.
- Experience of liaising and engaging with relevant stakeholders including the EPA, Inland Fisheries, Waterways Ireland, Uisce Éireann, HSE, LAWCO; WERLA etc.
- Experience of working as part of a multi-disciplinary team.
- Ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- Experience of interpreting and implementing policy and legislation.
- Ability to pinpoint critical information and address issues logically.
- Strong interpersonal and communications skills and experience of preparing and presenting technical reports and correspondence.

- Self motivation and an ability to work on own initiative.
- Flexibility and openness to change and ability to implement change.
- Commitment to implementing high quality service and customer care standards.
- Strong ICT skills.
- Good understanding of how local authorities operate and the issues and challenges facing Leitrim County Council.
- Good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.

Competencies for the Post:

Key Competencies for the post of Environmental Technician Grade 1 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:

| | |
|--|---|
| Knowledge, Experience & Skills: | <ul style="list-style-type: none"> • Range and depth of technician experience relevant to the post. • Experience of working as part of a multi-disciplinary team. • Experience of preparing reports and correspondence. • Understanding of the structures and environment within which the local authority sector operates. • Knowledge/Understanding of relevant environmental policy and legislation. • Understanding the role of an Environmental Technician Grade 1 within the local authority context. |
| Delivering Results: | <ul style="list-style-type: none"> • Problem solving, judgement and decision making. • Organising, planning, co-ordinating and prioritising work programmes. • Following procedures, ensuring compliance and maintaining appropriate records. • Managing resources, evaluating work practices and achieving efficiencies. • Delivering quality outcomes. |
| Performance through People: | <ul style="list-style-type: none"> • Motivation and positivity as part of a team. • Leads by example in terms of commitment, flexibility and a strong customer service ethos. • Building and maintaining positive, productive and beneficial working relationships with a range of stakeholders. • Managing performance. • Communicating effectively. |
| Personal Effectiveness: | <ul style="list-style-type: none"> • Takes initiative and is proactive when he or she sees the opportunity to make a contribution. • Manages time and workload effectively. • Maintains a positive, constructive and enthusiastic attitude to their role. • Demonstrates flexibility and openness to change. • Is self-motivated and persistent when faced with difficulties. • Responds positively to the challenges of the role. |

The Principal Terms and Conditions:

Two Panels will be created as follows:

Panel A - Permanent Positions:**Panel B - Temporary Positions:**

Any permanent positions which arise during the lifetime of the panel will be filled from **Panel A**.

Leitrim County Council may, from time to time, require temporary Environmental Technician Grade 1's to fill vacancies arising. The duration and period of temporary contracts offered will vary from post to post. Any temporary positions which arise during the lifetime of the panel will be filled from **Panel B**. If offered a temporary position a candidate must be available to take up the post as offered; otherwise Leitrim County Council will move to the next available candidate and may not be in a position to consider that candidates' application further for any temporary contracts.

Posts which may arise during the lifetime of these panels (12 months) may be whole time permanent or whole time temporary.

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 environmental and other technical services of an advisory, supervisory or executive nature as may be 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.

Holders of the office may be assigned to work in all appropriate areas in the course of their employment. The actual duties will depend on the particular assignment, but in general the duties may include but will not be limited to the following:

- Participating in team service delivery and providing support and assistance in technical service delivery.
- General administration duties e.g. dealing with queries, documentation, input of data/information, answering/making telephone calls, maintaining filing systems, records etc.
- Preparing and producing data/information/technical reports as may be required by line-managers and colleagues;
- Interaction with other agencies in relation to inspections, complaints, audits and subsequent follow ups;
- Regulatory, non-compliance monitoring of group water supplies.
- Investigating and reporting on Environmental (Waste, Water, Air & Noise) complaints and incidents.
- Monitoring of Section 4 Licences, of designated and non-designated Bathing Water, of EPA Water Framework Directive Lakes and Rivers.

- Planning and undertaking septic tank inspections as part of National Inspection Plan and enforcement of NIP Advisory Notices.
- Planning and undertaking Farm Inspections as part of the National Agriculture Inspection Plan.
- Carrying out Solid Fuel Sampling.
- Enforcement of compliance for operators under Decorative Paint Regulations and Petroleum Vapours.
- Carrying out laboratory work for surface water analysis.
- Interpreting, critically analysing and uploading scientific data including use of Laboratory Information Systems, Labworks, EDEN, Environmental Information Management System (EIMS) etc.
- Enforcement of Waste Management Acts, Litter Pollution Acts, Household Waste Presentation Bye Laws.
- Maintenance and calibration of laboratory and plant instrumentation.
- Maintenance of field equipment, PPE etc.
- Ordering replacement equipment and consumables for monitoring and analysis.
- Notification of exceedances, non-compliances etc and associated investigative follow-up.
- Supporting the line manager to communicate, implement and manage all change management initiatives within the relevant area of responsibility.
- Supporting the line manager to ensure the section or department work programmes are implemented to deliver on the Council's Corporate Plan and operational plans.
- Ensuring high levels of customer service, responding to queries and requests for information in a professional and courteous and timely manner.
- Communicating and liaising effectively with employees, supervisors and line managers in other sections and customers in relation to operational matters for their section or work area.
- Providing assistance and support in the delivery of projects as required
- Carrying out duties in a manner that enhances public trust and confidence and ensures impartial decision making.
- Supporting the management and implementation of Health and Safety for the section or department.
- Such other duties and responsibilities of a similar level as may be required / assigned from time to time.

2. Salary:

The salary scale for the post of Environmental Technician Grade 1 (effective 1 March 2025) is within the range:

€48,277; €49,008; €49,963; €50,921; €51,880; €52,862; €53,769; €55,482 (LSI 1); €57,218 (LSI 2)

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. Probation:

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

4. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum, on a pro-rata basis depending on duration of any temporary contract. The annual leave year aligns with the calendar year.

5. Health:

For the purposes of satisfying the requirement as to health, it may 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 such medical examination will be refunded to the candidate.

6. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week. You may from time to time be required to work outside of the normal working hours including night time and weekends, depending on the requirements of your work.

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.

7. 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.

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.

8. 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.

9. 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.

10. Driving 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.

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

11. 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.

12. 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.

13. 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.

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) Two panels may be formed on the basis of such interview: **Panel A – Permanent Positions and Panel B – Temporary Positions.** Candidates whose names are on the individual panels 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 respective panels be appointed to this post. The life of the panels will not be more than one year from the date of formation of the panels.
- (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.leitrimcoco.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 PM on Thursday 31st July 2025** via email to jobs@leitrimgco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Environmental Technician Grade 1 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