



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

**Post of:
Executive Technician (Civil)**

Closing Date: 4:00pm on Thursday, 9th April 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 **'Executive Technician (Civil) 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 is seeking to establish a panel to fill permanent Executive Technician (Civil) vacancies which may arise during the lifetime of the panel (12 months).

Under the direction and supervision of the appropriate line manager, the position of Executive Technician (Civil) in Leitrim County Council will involve the provision of such technical services of an advisory, supervisory or executive nature as may be required by the Council in the exercise and performance of its powers, functions and duties.

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 (civil) at Grade II or higher level or in an analogous post under a local authority or health board in the State,
- (b) have at least five years satisfactory relevant experience in a technician post (civil) at Grade II or higher level or an analogous post,

- (c) have a wide knowledge of all the technical aspects of local authority work and also a deeper knowledge of at least one section of the work,
- (d) possess adequate training and experience relating to dealings with other departments within their own organisations and with other bodies, and
- (e) have adequate experience in the supervision and control of staff.

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:

- Knowledge of and experience in modern land surveying techniques and standards.
- Competent knowledge/understanding of & ability to utilise technical software packages such as Map Info, AutoCAD and ArcGIS.
- Experience in the checking and handling of survey data/information using appropriate software and using same in the production of usable ground models for use in AutoCAD Civil or other road design software packages.
- Extensive experience in the production, management and quality control of technical drawings in the AutoCAD environment for projects.
- Adequate experience in checking and reviewing drawings to maintain internal CAD standards.
- Working knowledge of using the Building Regulations and Technical Guidance Documents.
- Experience of Mapping Queries and Land Registry.
- Excellent computer skills with the ability to prepare and present technical and statistical reports and good information/data management.
- Good organizational skills.
- Excellent interpersonal and communication skills and the ability to engage with a wide range of stakeholders.
- Ability to work on own initiative and independently or within multi-disciplinary teams.
- Ability to manage their workload and work under their own initiative to meet deadlines.

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.

Specialist Knowledge and Expertise	<ul style="list-style-type: none"> • Range and depth of relevant civil technician experience. • The required specialist knowledge, understanding and training for the role. • Experience of preparing and presenting technical reports. • Up to date with current developments, trends and best practice in their area of responsibility.
Delivering Results	<ul style="list-style-type: none"> • Problem solving and decision making, particularly in situations of conflicting demands. • Organising work programmes and implementing solutions, especially to deadlines. • Following procedures, ensuring compliance and maintaining appropriate records. • Managing resources and achieving efficiencies. • Delivering quality outcomes.

Performance through People	<ul style="list-style-type: none"> • Motivation and positivity as part of a multi-disciplinary team. • Strong team ethic of co-operation and mutual support. • Communicating effectively and ability to engage with a wide range of stakeholders. • Develops effective and productive workplace relationships. • Managing performance.
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. • Responds positively to the challenges of the role. • Understands the structures and environment within which the local authority sector operates.

The Principal Terms & Conditions:

The post is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Executive Technician (Civil) vacancies arising during the lifetime of the panel (12 months) may be filled.

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, or such other officer as may be determined from time to time, the main duties and responsibilities of the Executive Technician (Civil) may include, but will not be limited to, the following:

- Providing technical services relevant to the area of responsibility to which he/she has been assigned, e.g. site inspection, site surveying, preparation of detailed dimensional drawings, design layout, mapping and graphics, report writing, project tendering and such other duties associated with the role.
- Involvement in the production of drawings and documents relating to the design, tender and construction of capital projects and in the operations environment. The person will also be involved in projects which could be carried out by the Council and / or by Contractors. The role will include the preparation of reports for planning assessment, land disposal/acquisition and for court proceedings.
- Preparation of drawings, specifications and other tender documents, the analysis and tender assessment/recommendation reports.
- Preparation of public consultation display material and assistance with public consultation requirements

- Preparation of Health & Safety documentation for work and implementation of department and section health and safety controls.
- Reading and reviewing maps, project drawings and plans, technical specifications, etc.
- Operating the appropriate technology as required to carry out the work to which he/she has been assigned e.g. AutoCAD, GIS, Map Info, Graphics, Microsoft Office.
- Undertaking surveying on site and being capable of setting out with GPS.
- Estimating project technical or resource requirements.
- Managing work files and providing progress reports.
- Carrying out all duties/responsibilities in relation to safety and health including risk assessments, standard operating procedures, toolbox talks, inspections, investigation of incidents and making recommendations.
- Budget preparation and management of same.
- Working as part of a multi-disciplinary team.
- Supervision of staff / projects assigned to him / her.
- Contributing to individual staff development, personal development and team development initiatives
- Competent in making decisions on a daily basis with regard to safety, cost, efficiency and critical importance.
- Representing the Council at a variety of meetings for engagement with both internal & external stakeholders.
- Liaising with other departments, members of the public and external agencies in relation to operational aspects of assigned work.
- Supervision of Contractors when required to ensure that all works are carried out as per specification and in compliance with requirements.
- Reporting on Planning or other applications as required.
- Attendance at site(s) and carrying out of inspections as required including taking measurements / readings and calculations.
- Being accountable for efficient and effective processing of work assigned to him/her.
- Acting, when required, for a more senior employee during his/her absence for any reason.
- Undertaking any other duties of a similar level and responsibilities that may be required from time to time.

These duties are indicative rather than exhaustive and outline the main functions and responsibilities of the post of Executive Technician (Civil) and may be subject to change in the future without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

The person appointed may be required to attend Court, as necessary, on behalf of Leitrim County Council.

2. Salary:

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

**€52,440 - €53,675 - €54,956 - €56,261 - €57,585 -
€58,900 - €60,821 (LSI) - €62,740 (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.

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, 9th April 2026 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote ‘Executive Technician (Civil) 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