



# Comhairle Chontae Liatroma Leitrim County Council

## Candidate Information Booklet (Please read carefully)

### Post of: **GENERAL SERVICES SUPERVISOR** **ROADS -South Leitrim Area**

**Closing Date: 4:00 p.m. on Thursday, 4th December 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](mailto:jobs@leitrimcoco.ie).

Please quote '**GSS SL 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 permanent vacancies for **General Services Supervisor -Roads Department – South Leitrim Area** may be filled.

The **South Leitrim Area** covers the Dowra, Ballinaglera, Drumshanbo, Leitrim Village, Carrick on Shannon, Dromod, Rooskey, Mohill, Ballinamore, Aughnasheelin, Cloone, Carrigallen areas.

The General Services Supervisor (GSS) is an outdoor, frontline, supervisory line management role which includes responsibility for management of staff and budgets. The GSS is also one of the Council's key representatives on the ground on a day to day basis and is often the first point of contact in emergency and crisis management situations. 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**

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 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, Experience, Training etc.**

Candidates shall on the latest date for receipt of completed application forms:

- (a)** have a good standard of education that would enable him/her to efficiently perform their duties, and must be capable of making satisfactory reports including (written reports) on matters pertaining to the duties of the post;

- (b) Have appropriate multifunctional experience relative to the position and in particular, should have experience in a supervisory capacity in dealing with both skilled and unskilled works;
- (c) Have a good knowledge and previous experience in Safety, Health & Welfare at Work and in dealing with the public
- (c) Hold a full current unendorsed driving licence for category B vehicles.
- (d) Hold a valid Safe Pass Card.

### The Ideal Candidate Shall:

- Be competent and have such training or experience as shall be considered acceptable by the Council to enable the person appointed to perform the duties of the post.
- Have satisfactory knowledge and experience of the following matters that show the necessary aptitude to acquire this knowledge within a reasonable period:
  - Have a satisfactory knowledge of civil engineering works;
  - Be capable of translating into effect civil engineering works from working drawings;
  - Have a satisfactory knowledge of Civil Engineering Construction Techniques including road construction, installation of drainage systems, together with a working knowledge of maintenance and repairs of roads, footpaths, drainage systems, amenities, open spaces and other services for which the Council has responsibility;
  - Be capable of writing clear and concise reports, keeping work records and measuring and recording accurately the quantities of work done by those supervised.
- Have management skills including experience in staff supervision and an ability to work within, lead and motivate multi-disciplinary teams;
- Have an ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team);
- Have effective written and verbal communication skills with the ability to prepare technical reports for line managers;
- Have excellent organisation skills and discipline, and the drive to deliver the required results;
- Have good ICT skills (to include email communications) and an ability to use various Hand Held smart technology equipment.
- Be a highly motivated, adaptable and flexible person with a strong sense of commitment to delivering quality public services.
- Have 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;
- Have a strong understanding of the role and duties of managers in safety and staff resource management in the workplace;
- Have a good understanding of how local authorities operate.

### The Skills / Aptitudes for the Post:

Candidates should have all the skills/aptitudes required of a General Services Supervisor 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 General Services Supervisor 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.

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge/Experience and Skills:</b> | <ul style="list-style-type: none"> <li>• Directly relevant experience having regard to the duties of the post, including experience in a supervisory capacity.</li> <li>• Experience of working as part of a multi-disciplinary team.</li> <li>• Required technical knowledge, understanding and training for the role.</li> <li>• Experience and knowledge of health and safety regulations in the workplace.</li> <li>• Strong understanding of the role and duties of managers in safety and staff resource management in the workplace.</li> <li>• Understanding of the role of a General Services Supervisor.</li> </ul> |
| <b>Delivering Results:</b>              | <ul style="list-style-type: none"> <li>• Organising, planning, co-ordinating and prioritising work programmes.</li> <li>• Working within, leading and motivating multi-disciplinary teams.</li> <li>• Following procedures, ensuring compliance and maintaining appropriate records.</li> <li>• Problem solving, judgement and decision making skills.</li> <li>• Managing resources, evaluating work practices and achieving efficiencies.</li> <li>• Delivering quality work and services.</li> </ul>                                                                                                                       |
| <b>Performance through People:</b>      | <ul style="list-style-type: none"> <li>• Relates well to others, building and maintaining positive working relationships.</li> <li>• Develops a strong team ethic of co-operation and mutual support.</li> <li>• Leads by example in terms of commitment, flexibility and a strong customer service ethos.</li> <li>• Communicates effectively.</li> <li>• Reviews performance and addresses underperformance as required.</li> <li>• Addresses conflict or dissatisfaction in a constructive manner.</li> </ul>                                                                                                              |
| <b>Personal Effectiveness:</b>          | <ul style="list-style-type: none"> <li>• Manages time and workload effectively.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to the role.</li> <li>• Takes initiative and is open to take on new challenges or responsibilities.</li> <li>• Demonstrates motivation, adaptability, flexibility and openness to change.</li> <li>• Responds positively to the challenges of the job and is proactive in addressing issues and problems.</li> <li>• Is professional in performing the role and in carrying out their responsibilities.</li> </ul>                                                    |

## Principal Terms and Conditions

### 1. Particulars of Employment

The position of General Services Supervisor (South Leitrim Area) is wholetime, permanent and pensionable. The initial appointment off the panel will be to the Ballinamore GSS Area in the South Leitrim Roads Area

### 2. Remuneration

The gross weekly wage for the post of General Services Supervisor (effective 1<sup>st</sup> August 2025) is within the range:

| Point         | Rate Per Week |
|---------------|---------------|
| Point 1       | €905.24       |
| After 1 Years | €922.53       |
| After 2 years | €939.79       |
| After 3 years | €957.58       |
| After 4 years | €975.26       |

| Point         | Rate Per Week |
|---------------|---------------|
| After 5 Years | €993.03       |
| After 6 years | €1,011.25     |
| After 7 years | €1,029.36     |
| After 8 years | €1,047.95     |
| After 9 Years | €1,066.70     |

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 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

The person employed shall be required to work as part of the South Leitrim Roads Team 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 to the Roads function or to any particular 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 Senior Engineer or any such person designated may assign any other duties as he/she sees fit at his/her absolute discretion.

The key duties and responsibilities of the post of **General Services Supervisor** may include but are not limited to the following:

- Supervision of all work sites and staff as assigned;
- Implementation of PMDS for staff as assigned;
- Recording locations of crews on a daily basis and works completed;
- Preparing and implementing monthly maintenance works programmes in consultation with Roads Engineering Staff;
- Working with Roads Engineering Staff to organise and deliver the agreed annual works programme on time and on budget;
- Liaison with and supervision of work carried out by contractors/sub-contractors engaged by the local authority;
- Ensuring compliance with policies and procedure for works, materials, plant and contracts;
- Assisting the Roads Engineering Staff with third party liaison;
- Assisting in the preparation and timely submission of timesheets to include checking;
- Attendance at monthly district meetings;
- Ensuring compounds are kept in a clean, safe and tidy condition;
- Dealing with members of the public in a courteous, prompt and efficient manner and ensuring all customer contacts assigned on the Customer Care System are responded to in a timely manner;
- Providing out of hours assistance including but not limited to answering calls from supervisors/engineers, responding and mobilizing staff to react to roads related emergencies as required;
- Keeping such work records, work schedules and worksheets, and submitting such reports in relation to the work under his/her control as required. This may involve use of current and future ICT systems (to include email communications) including mobile devices employed in the Roads Section.
- Completing such risk assessments and risk assessment reports etc as are required for compliance with Health and Safety legislative requirements and the Council's Health & Safety Management System (including in the context of the ongoing Covid 19 Public Health Emergency);
- Carrying out all work in accordance with established work practices or as negotiated from time to time;
- Attendance 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;

- Performing 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 the General Services Supervisor.
- 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/tasks as may be assigned to him/her from time to time.

#### 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. Successful candidates may be required to demonstrate that they can provide an acceptable response time in relation to the discharge of his/her duties and in such circumstances a determination as to whether a successful candidate can meet such response times will be at the discretion of management.

The **South Leitrim Area** covers the Dowra, Ballinaglera, Drumshanbo, Leitrim Village, Carrick on Shannon, Dromod, Rooskey, Mohill, Ballinamore, Aughnasheelin, Cloone, Carrigallen areas.

The General Services Supervisor bases within the South Leitrim Area are:

- Ballinamore
- Carrick-on-Shannon
- Drumshanbo
- Mohill

The holder of the post will be required to reside within a reasonable distance of the relevant base.

The initial appointment off the panel will be to the Ballinamore GSS Area.

#### 5. Hours of work

Core hours of work shall be a 39-hour week. Normal working hours are 8.00 a.m. to 4.30 p.m., Monday to Thursday, and 8.00 a.m. to 3.30 p.m. Friday (half hour lunch break each day), or such hours as may from time to time be prescribed. The holder of the post may be called on at any time, in case of emergency or urgent need, and/or may be required to work outside of normal working hours, i.e. at evenings and/or weekends, as required, subject to overtime in accordance with agreed rates and procedures.

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.

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

#### 6. Probation

Employment is subject to a probationary period of one year, 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 General Services Supervisor 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.

## 7. Health

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

## 8. Annual Leave

Annual Leave shall be 25 days per annum, which will be taken in accordance with the Council's Annual Leave schedule for Employees.

## 9. 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 (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) plus 3% of pensionable remuneration. This includes a contribution to a Spouse's and Children's Scheme. 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.

## 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. 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, is subject to a compulsory retirement age of 65 years.

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.



**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. 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. 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

**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****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, an expert board will examine and assess the application forms against pre-determined criteria, based on the requirements of the position i.e. **Knowledge/Experience and Skills; Delivering Results; Performance through People; Personal effectiveness.** 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 and Skills; Delivering Results; Performance through People; Personal effectiveness.**

### **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 is available by contacting the Human Resources Department - Email [jobs@leitrimcoco.ie](mailto: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 completed applications is 4:00 p.m. on Thursday, 4th December 2025 via email only to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).** Applications received after this date and time will not be considered.

**Please quote ‘GSS - SL 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.**