



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

**Post of:
Resident Engineer
(Fixed Term/Specified Purpose Contract Post)**

Closing Date: 4:00pm on Thursday, 16th July 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 '**Resident Engineer 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 Competition

Leitrim County Council is inviting applications from suitably qualified candidates with relevant experience for the position of **Resident Engineer**. Leitrim County Council will, following an interview process, form a panel for the post from which future relevant fixed term and/or specified purpose contract vacancies may be filled. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

The Role

The Resident Engineer will be responsible for the on-site supervision of the construction stage of relevant contracts and shall perform the duties allocated. The Resident Engineer's primary role is to ensure that the Contractor carries out all their obligations under the relevant contract. The person(s) appointed shall be on site during all working hours of construction. The Resident Engineer shall report to the Senior Engineer, or any other person as may be designated by the Chief Executive, in the discharge of their duties.

The post holder will communicate purposefully with the contractor and other stakeholders, and monitor the work on site with regard to Health & Safety legislation, to ensure that the employers/client's responsibilities are discharged

The Qualifications:

1. Character

Candidates shall be of good character.

2. Health

Each candidate must 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, Experience, etc.

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

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

(a) (i) hold at least an ordinary bachelors degree (level 7 or higher on the National Framework of Qualifications (NFQ)) in Engineering* ;

OR

(ii) hold an ordinary bachelors degree (Level 7 or higher on the National Framework of Qualifications (NFQ)) **and** a post graduate masters degree (level 9 in the NFQ) in Engineering;

OR

(iii) hold a masters degree (level 9 in the National Framework of Qualifications) in Engineering attained after completing an integrated masters level programme of at least 4 years duration and which is accredited at CEng level by Engineers Ireland or an equivalent accreditation body internationally;

(b) have at least five (5) years satisfactory relevant engineering experience, preferably to include a minimum of three (3) years' experience overseeing capital projects in the capacity of Resident Engineer

(c) possess a high standard of technical training and experience;

(d) possess a high standard of administrative experience;

(e) have a satisfactory knowledge of public service organisation or the ability to acquire such knowledge

****A Level 7 degree will be assessed on the basis that the period of study undertaken should be equivalent to at least 180 ECTS (European Credit Transfer Accumulation System) credits.***

Notes:

- **Candidates must submit a copy of relevant qualifications meeting the requirements at 4(a) (i), (ii) or (iii) above from your awarding body and / or Quality & Qualifications Ireland (QQI) with your application. Non-Irish Qualifications must be accompanied by a determination from QQI to establish their comparability against the Irish National Framework of Qualifications. Foreign language qualification certificates must also be accompanied by a translation document.**
- **It should be clearly noted that fulfilling the eligibility requirements for the post of Resident Engineer should not be taken as indicating that those qualifications would be acceptable for more senior engineering posts (i.e. Senior Executive Engineer and above) which have different eligibility requirements. Eligibility requirements for all Engineering posts in Local Authorities are published on the Department website at the following link: [Engineering Services in Local Authorities – Qualifications](#)**
- **Candidates must hold a current valid unendorsed driving licence in respect of category B vehicles and must advise if this is not the case. A copy of Licence must be submitted with your application.**

- **Candidates who require a Work Permit to work in Ireland must submit proof of same with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**

The Ideal Candidate Shall Have:

- Have at least seven (7) years relevant post-graduate engineering work experience, including experience of site-based supervision of major building works/construction projects.
- Have an adequate knowledge of the Project Management Guidelines and associated documents and the implementation of these documents during project development and construction/closeout.
- Be experienced and aware in terms of environmental, planning and health and safety requirements in relation to major construction projects.
- Be able to demonstrate a strong level of contractual and financial awareness, experience and proficiency relating to major construction projects.
- Be highly organised and competent in terms of keeping records and communicating with Contractors, the Employers Representative, the Employer, the general public and all other stakeholders.
- Be experienced and proficient in critically reviewing and assessing works proposals, method statements, temporary traffic management plans, etc.
- Be demanding in terms of ensuring that a consistently high standard of workmanship is achieved and materials used in accordance with the specified requirements and to help ensure that the assigned project/s is/are realised in a cost and time efficient manner.
- Demonstrate a record of excellent project management skills resulting in successful project delivery.
- Have the ability to manage time and any assigned staff and to balance priorities and commitments in order to simultaneously supervise successfully a number of construction projects.
- Have a strong understanding of various forms of contract and works specifications.
- Have detailed knowledge and experience of civil engineering measurement and materials quality control.
- Be self-motivated with a record of demonstrating initiative in a workplace environment.
- Be able to manage, lead and motivate staff where assigned.
- Have good judgement and problem-solving skills.
- Have good experience of working on a project team.
- Have excellent communication, interpersonal and influencing skills and be capable of dealing with public relations issues.
- Be capable of working in close consultation with key stakeholders and in seeking co-operation and consensus with a whole range of bodies and representative groups.
- Be computer literate and proficient in the use of surveying equipment.
- Have good verbal and written communication skills.
- Have the ability to receive and act on feedback given.

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.

Management & Change	<p>Strategic Ability Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Develops and maintains positive and beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.</p> <p>Bringing about Change Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change.</p>
Delivering Results	<p>Problem Solving and Decision Making Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.</p> <p>Managing Resources Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required</p>
Performance Through People	<p>Leading and Motivating Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p> <p>Managing Performance Effectively manages performance including managing underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.</p> <p>Communicating Effectively Recognises the value of communicating effectively with all stakeholders. Actively listens to others. Has highly effective verbal and written communication skills. Presents ideas clearly and effectively to individuals and groups.</p>

Personal Effectiveness	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealings with others.</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Takes action within the bounds of own ability. Creates new opportunities.</p>
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The Principal Terms & Conditions:

1. The Post

The post of **Resident Engineer** is **wholetime, temporary and pensionable** and will be based on the relevant project site(s). The successful candidate may be required to work across multiple projects. Posts will be filled by way of Fixed Term or Specified Purpose Contracts.

A panel will be formed from which **Resident Engineer** vacancies arising during the lifetime of the panel may be filled. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Vacancies will be offered in order of merit as per the panel.

2. Working Hours

The successful candidate will be required to work contractor hours. This will involve flexible working hours and may include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authority. The Council reserves the right to alter the 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.

3. Duties

The **Resident Engineer** will be part of a team responsible for the on-site supervision of the construction stage of the relevant Contract(s) and shall perform the duties allocated by the Senior Engineer or any other person designated by the Chief Executive.

The duties of the post holder will include but will not be limited to the following:

- To carry out the functions and powers delegated under the Contract.
- To be responsible to the Employer's Representative for ensuring that works are carried out in accordance with the Contract Documents.
- To manage and monitor the progress and performance of the contract.

- To ensure that the contract is carried out in accordance with the relevant Project Appraisal Guidelines, Project Management Guidelines and any other relevant standards.
- To ensure that Project works comply with any relevant planning, environmental or health and safety standards.
- To manage and supervise all other site supervisory staff.
- To ensure that all materials used in the works are in accordance with the Specification, and that required testing is carried out.
- To report to the Employer’s Representative on all matters pertaining to the work on site.
- To monitor compliance with the Safety & Health Plan on site and all Safety and Health Plans.
- To observe and implement all instructions issued by the Employer’s Representative.
- To issue Delegated Instructions to the Contractor relating to compliance with the contract requirements.
- To keep comprehensive records of work in progress and to ensure that events and parameters having contractual implications are properly recorded.
- To carry out baseline surveys prior to commencement of construction and check Contractor's setting-out during construction.
- To review all submissions and proposals submitted by the Contractor.
- To assess and progress archaeological monitoring (if required) to ensure that necessary works are programmed and carried out in advance to avoid delays to the main Works.
- To record, assess and process any compensation/delay claims submitted by the Contractor.
- To report on contractual claims / disputes.
- To report to the Employers Representative in relation to claims, including preparation for and attendance at any resolution hearings/meetings.
- To consult and to liaise with Statutory Bodies, Landowners, traders, utility companies and the general public as directed by the employer.
- To liaise with affected landowners regarding compensation agreements, accommodation works, etc., as appropriate.
- To liaise with the affected business owners and adjacent land / property owners / residents as appropriate on a weekly basis and keep them informed of the works and of any associated disruption.
- To ensure that the General Public are kept informed of the works and of any associated disruption.
- To draft minutes of official site meetings and submit same to the Employer’s Representative for approval and circulation.
- To prepare valuation of, and make recommendation on, interim and final payment applications, as well as Change Orders.
- Any duties which may be assigned by the Director of Services/Senior Engineer or any other person designated by the Director of Services/Senior Engineer.

The Resident Engineer shall be supplied with the following documentation and shall familiarise him/herself with these documents in order to carry out his/her duties satisfactorily:

- Contract Drawings.
- Planning Documentation related to the scheme(s).
- Specification.
- Bill of Quantities.
- Relevant Conditions of Contract.
- Safety and Health Plan.
- Site Investigation Report.
- Archaeological Report.*
- Post Tender Correspondence.*

- Relevant Method(s) of Measurement (and any associated handbook).
- Wayleave Acquisition Maps.*
- Relevant standards and procedures.

(* where applicable)

The duties may include but are not limited to all of the above and the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time, and to contribute to the development of the post while in office.

2. Salary:

The salary scale for the position of Resident Engineer (effective 1st June 2026) ranges from:

€77,368 - €86,818 per annum

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

A taxable site allowance may also be payable in respect of travel expenses and subsistence depending on the particular contract and in accordance with Leitrim County Council and Departmental policy for payment of Site Allowance.

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 / Location:

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. The base for working purposes shall be the relevant Site Offices to be set up by the appointed Contractor for the Project or any other offices as determined by the Local Authority. The successful applicant may be required to travel between multiple sites operating concurrently within County Leitrim.

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. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

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

5. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum. The Annual Leave Year coincides with the Calendar Year (i.e. January to December).

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.

Where travel and subsistence expenses are payable (in the event of Site Allowance not applying), these 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 be for one year but may be extended for a further period of one year at the discretion of the Chief Executive.
- (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, 16th July 2026** via email to jobs@leitrimcoco.ie. Applications received after this **date and time** will not be considered.

Please quote '**Resident Engineer 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