



## CANDIDATE INFORMATION BOOKLET - POST OF CLERK OF WORKS/BUILDING INSPECTOR

**CLOSING DATE:** Friday, 8<sup>th</sup> August 2025 at 12 noon

**FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:**

**ADMINISTRATIVE OFFICER,  
HUMAN RESOURCES SECTION,  
CARLOW COUNTY COUNCIL,  
COUNTY BUILDINGS,  
ATHY ROAD,  
CARLOW.  
R93E7R7**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

### **PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms **must be typed** and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - **copy of educational results MUST be submitted with your application form, in order to determine your eligibility for this post.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview, and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **NOT** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy and 3 copies of the application form and copy of educational results, will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

## **QUALIFICATIONS FOR THE POST OF CLERK OF WORKS/BUILDING INSPECTOR**

**1. Character:**

Each candidate must 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.

**2. Education, Experience etc.:**

Each candidate must:

(i) (a) hold a degree in Engineering or Architecture;

or

(b) *hold a National Certificate/National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards/Further Education Training Awards Council*

or

(c) *in the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the Institute of Clerk of Works/Building Inspector in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including housing;*

(ii) have an adequate knowledge of civil engineering works or of building construction;

(iii) be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings;

(iv) have a satisfactory knowledge of the surveying, levelling and setting out of works.

Each candidate must satisfy Carlow County Council that he/she has had adequate experience of a type which would render him/her suitable to perform satisfactorily the duties of the office.

**3. Safe Pass:**

Each applicant must hold a current Safe Pass Card when submitting their application.

**4. Drivers Licence:**

Each candidate must hold a current unendorsed full driving licence (Category B) and will drive a motor vehicle in the course of their duties.

## KEY COMPETENCIES FOR THE POST OF CLERK OF WORKS/BUILDING INSPECTOR

Interviews are competency based and competencies are drawn from the Local Government Sector Competency Frameworks. Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date:

Competence Heading	Competency Description
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Possess excellent interpersonal and communication skills and have the ability to engage positively with colleagues, site staff, contractors, professional consultants, representatives of utility companies, housing tenants, members of the public etc.</li> <li>• Have the ability to work effectively as part of a project team as well as on own initiative, in an independent environment and without constant supervision</li> <li>• Demonstrates flexibility and openness to change</li> <li>• Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction</li> <li>• Adopts an even-handed approach and is fair, consistent and open in all matters</li> <li>• Demonstrates initiative and flexibility in ensuring work is delivered</li> <li>• Demonstrates ability for lone working in accordance with lone working policy</li> </ul>
<b>Technical Knowledge &amp; Application to Role of Clerk of Works/Building Inspector</b>	<ul style="list-style-type: none"> <li>• Demonstrate an ability to supervise and monitor building construction (including maintenance and refurbishment works) to completion stage</li> <li>• Have a good knowledge and understanding of building construction generally; a practical understanding of The Building Control (Amendment) Regulations 2014 (BCARs)</li> <li>• Have a good knowledge and understanding of the various elements of building construction including the civil engineering and mechanical/electrical, renewable technologies, installation of services/utility infrastructure, fire safety and road and footpath construction for the purposes of Quality Control and compliance with contract drawings and good building standards</li> <li>• Have a 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 and to construction sites in particular</li> <li>• Demonstrates the ability in accordance with the Building Control Manual to identify issues/non-compliance within a property while conducting an internal/external review</li> <li>• Have a high degree of personal judgment and technical skill and display an understanding and positive enthusiasm about the role of Clerk of Works/Building Inspector</li> <li>• Keeps up with current developments, trends and best practice in area of expertise and responsibility</li> <li>• Keeps up to date with the qualifications and knowledge necessary for the role</li> </ul>

<b>Recording &amp; Communicating Information</b>	<ul style="list-style-type: none"> <li>• Demonstrate an ability to clearly explain technical detail to both technical and non-technical people</li> <li>• Be capable of writing clear and concise reports, keeping works records, measuring and recording all variations from contract and reading drawings</li> <li>• Be computer-literate and have an ability to record, communicate and produce reports through a broad range of digital operating systems and equipment</li> <li>• Awareness of the critical importance of records in the role of Clerk of Works/Building Inspector</li> </ul>
<b>Local Government knowledge &amp; understanding of Public Service Values</b>	<ul style="list-style-type: none"> <li>• Knowledge of the structure and functions of local government</li> <li>• Understanding the role of a Clerk of Works/Building Inspector in this context</li> <li>• Models and promotes appropriate social, ethical and Public Service standards in all interactions</li> <li>• Demonstrates a strong commitment to delivering an effective Public Service</li> </ul>

## **PARTICULARS OF THE POST OF CLERK OF WORKS/BUILDING INSPECTOR**

### **General Information**

A panel will be formed from which wholetime permanent and temporary vacancies may be filled. The person appointed will be placed on probation for a period of 12 months during which time performance will be strictly monitored. If performance is not satisfactory the employment will be terminated. Notice of termination, except in case of summary dismissal, will be in accordance with the provisions of Minimum Notice and Terms of Employment Act, 1973.

Successful applicants may be placed in the relevant department dependent on the requirements of the Council at the time of appointment. However, at the discretion of the Chief Executive, the successful applicant may be reassigned to other services in the future.

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 City and County Management 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 supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties as may be delegated to him/her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level.

### **Duties:**

The following are among the principal duties envisaged:

- Site supervision, Inspection and monitoring of on-site building construction, development and ancillary civil engineering work, materials quality and standard; building materials testing and certificate verification; ensuring compliance with contract drawings and specification; measuring and recording all contract variations and carrying out level surveys on site; witnessing testing as required
- Inspecting and reporting of Carlow Housing Stock on the condition of buildings, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for habitation, or put them into good repair, and the preparation of schedules of work thereof and complying a housing data base in accordance with Addjust software
- Inspect and reporting on private rental properties for compliance with Private Rental Accommodation
- Liaising with the relevant Engineer/Design Team/Site Foreman/Project Manager and any other stakeholders to ensure that all necessary technical information is communicated in a courteous and professional manner; compliance with Health and Safety regulations and awareness of on-site safety and participation at and reporting to site meetings
- Carrying out such duties as may be necessary in connection with legal proceedings e.g. arbitration hearings
- Keeping accurate electronic and written records of inspections, notices, etc.

- Supervision/management of contractors for the delivery of Housing Maintenance Programme/ Response Maintenance/Re-lets, Capital Housing Programme and other housing related programmes
- Attend meetings as required
- Ensure proper use of labour and materials on site
- Advising of any potential problems in a timely manner
- Carrying out such other duties as may be assigned from time to time
- Assist and participate in the operation of the out of hours help line for housing
- All other duties as assigned.

These duties are indicative rather than exhaustive and are carried out under general guidance.

#### **HEALTH:**

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

#### **HOURS OF DUTY:**

The person appointed will work a typical flexible five (5) day thirty--seven (37) hour week over 5 days Monday to Friday. The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours, as required. The person appointed may be required to work overtime in specific circumstances as agreed by the Senior Executive Engineer or the appropriate supervisory officer. Time off in lieu on a time for time basis will be given should circumstances arise. The successful candidate will be required to participate in the out of hours service for which an on-call allowance will be payable.

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.

#### **Probation**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,
- such period shall be twelve months, but the Chief Executive may at his or her discretion extend such period,
- such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory,
- the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts,
- there will be assessments during the probationary period.

#### **WORK BASE:**

Carlow County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

**SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

Salary Scale: 56,754 – 58,108 – 59,758 – 62,862 – 64,716 – LSI1 67,020 – LSI2 69,337 – Circular Letter EL 03/2025 refers.

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular. The starting pay for new entrants will be at the minimum of the scale. The salary shall be fully inclusive and shall be as determined from time to time. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**HEALTH & SAFETY:**

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

**TRAINING:**

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**USE OF MODERN TECHNOLOGY:**

The successful candidate will be required to use all equipment provided, including computers, handheld terminals, mobile telephone, electronic equipment, video or other monitoring equipment and any other new technology which may be introduced in the future.

**TRAVEL:**

When required to do so, holders of the post **must** hold a full driving licence for class B vehicles 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. If you are required to travel as part of your official duties, Carlow County Council as your employer must be indemnified on your insurance policy. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and Carlow County Council's Travel and Subsistence Policy. Carlow County Council reserves the right to provide a van to enable you to carry out your duties. The provision of a van will be at the discretion of the Chief Executive. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**ANNUAL LEAVE:**

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

**SICK LEAVE:**

The terms of the Public Service Sick Pay Scheme will prevail.

**REFERENCES/DOCUMENTARY EVIDENCE:**

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. For each advertised vacancy the Council makes the eligibility criteria available and applicants shall have the responsibility for providing relevant verification from the appropriate awarding authority or certifying body of the education qualifications deemed necessary for the post. Candidates may be required to submit documentary evidence to the local authority in support of their application.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Carlow County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Carlow County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

**SUPERANNUATION & RETIREMENT:*****Superannuation***

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 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 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age. 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 their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits. If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 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). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70. To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority. You are reminded that under this



agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned. Further information is available from the Human Resources Department.

### ***Pension Accrual***

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### ***Pension Abatement***

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her reemployment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### ***Incentivised Scheme for Early Retirement (ISER)***

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### ***Department of Health and Children Circular (7/2010)***

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### ***Collective Agreement: Redundancy Payments to Public Servants***

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### ***Public Service Pensions (Single Scheme and Other Provisions) Act 2012***

New members joining the Public Sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. The Single Scheme applies to all pensionable first-time entrants to the Public Service as well as to former public servants returning to the public service after a break of more than 26 weeks. In each pay period an amount equivalent to 3.5% of net pensionable remuneration PLUS 3% of pensionable remuneration will be deducted as the member's contribution under the Scheme. This includes a contribution to a Spouse's and Children's Scheme.

### ***Persons who commenced Public Sector Employment prior to 1st January 2013***

Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their 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 dependent or qualified children). Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. All persons who become pensionable employees of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

### ***Retirement***

Appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 70 years of age. Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. **Compulsory retirement age will be 70.**

### **DATA PROTECTION:**

#### ***Basis for Processing your Personal Information***

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

#### ***Sharing of Information***

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

#### ***Storage period***

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

## **RECRUITMENT PROCESS:**

### **Selection Process**

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position.

### ***Shortlisting***

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. 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, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

### ***Competitive Interview***

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

### ***Panels***

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

### ***References/Documentary Evidence***

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

### ***Canvassing***

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 candidate's favour any officer 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.

### ***Taking up Appointment***

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails 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 him/her.

***Carlow County Council is an Equal Opportunities Employer***