

Comhairle Contae Fhine Gall
FINGAL COUNTY COUNCIL
Water Services Department

Storeperson
Leixlip Water Treatment Plant

Qualifications, Duties & Job Description, Employment Details

1. CHARACTER

Each candidate must be of good character.

2. HEALTH

Each Candidate must be in a state of health such as would indicate the ability to render regular and efficient service. Furthermore, each candidate must have and maintain a level of physical and medical fitness sufficient to undertake regular training in *Confined Spaces (High Risk) plus Rescue*. Successful applicants will be required to submit to a medical examination by a qualified medical practitioner nominated by Fingal County Council before any offer of employment will be made.

3. EDUCATION, EXPERIENCE, ETC.

Each Candidate, at the time of application, must:

- (a) Have attained such standard of education as will enable him/her to perform satisfactorily the duties of the post.
- (b) Hold a full category B driving licence free of endorsements and penalty points.
- (c) Have good writing skills and be able to write comprehensive (but nonetheless concise) reports and e-mails describing technical equipment and specifications and communicating with trade suppliers and manufacturers.
- (d) Have a basic understanding of mathematics and be able to perform basic arithmetical calculations.
- (e) Have a basic understanding of weights, volumes and measures and be able to perform calculations and conversions with the use of an electronic calculator.
- (f) Have good IT skills and a proven record in the use of Word, Excel, e-mail and internet and IT systems generally.
- (g) Be highly organised in the keeping of files and records, stocks, spare-parts etc.
- (h) Have good interpersonal and communication skills
- (i) Have an appreciation of the rules governing purchasing and procurement.
- (j) Have a satisfactory appreciation of Health & Safety and in particular in relation to working with or near electrical and mechanical equipment and working with chemicals.

Desirable, but not essential qualifications include:

- (k) Hold a current Safe Pass Card
- (l) Hold a ticket for and have experience in driving a fork-lift.

Comhairle Contae Fhine Gall
FINGAL COUNTY COUNCIL
Water Services Department

Storeperson
Leixlip Water Treatment Plant

4. DUTIES

The duties and responsibilities of the post combine those of Storekeeper with General Operative and include, but are not limited to, the following:-

- (a) To report directly to the Plant Supervisor or to any other member of the management team as directed by the Plant Manager.
- (b) Maintain the on-site stores in a tidy and organised manner
- (c) Ensure that a ready supply of regularly used and essential spare parts is available on-site at all times.
- (d) Operate the Council's electronic stock control and inventory system and keep it up-to-date.
- (e) Place orders with suppliers for the purchase or hire of goods, materials, chemicals, plant & tools in accordance with purchasing & procurement rules.
- (f) Use Fingal County Council's or Irish Water's Purchasing Systems as may be directed from time-to-time (e.g. Agresso, Oracle, Maximo)
- (g) Accept personal responsibility for operating the LVP Card in a proper manner and in accordance with FCCs purchasing rules.
- (h) Take delivery and record receipt of all goods inwards and store in correct location.
- (i) Collect items from suppliers' premises where necessary.
- (j) File all delivery dockets and purchase receipts in an organised manner.
- (k) Take part in regular financial audits and prepare detailed reports as may be required by plant management, Irish Water, or any local government auditor.
- (l) Liaise regularly with the plant's Clerical Officer.
- (m) Use of fork-lift and other loading machinery.
- (n) Record the issuing of stock to staff.
- (o) Operate a signing-out/sign-in system when issuing plant, tools, machinery or vehicles for use by staff. Inspect same upon return. Report any defects or misuse to the Plant Supervisor.
- (p) Manage the local fleet of shared vehicles. E.g. sign-in/sign-out, regularly inspect, re-fill with fuel, oil, water, air etc. Keep vehicles clean and tidy. Send vehicles for servicing at scheduled intervals. Manage Fuel Card(s).
- (q) Undertake any such other duties as may be directed by the Plant Manager for the proper control and management of goods, plant & machinery, tools, vehicles etc. in keeping with the functions of storekeeper
- (r) Provide attendance upon bulk chemical deliveries.
- (s) Take part in the changeover of chlorine drums/chlorine gas handling at the plant.
- (t) Take part as a team member in work activities that require Confined Space (High Risk) and Rescue training.
- (u) Provide assistance to maintenance personnel in maintenance activities, e.g. operating forklift, delivering equipment and parts to required site location, lifting, assisting with spills etc.
- (v) Removal of unwanted materials and goods from site.
- (w) To fully participate in the formal out-of-hours on-call roster operated by Fingal County Council.
- (x) Any such duties of a General Operative nature as may be directed from time-to-time by the Plant Supervisor or member of the plant management team.
- (y) To attend any such training as may be required from time-to-time by Fingal County Council or by Irish Water.
- (z) To engage with and utilise all electronic technologies, whether existing or new, in the performance of duties at the Treatment Plant.

Comhairle Contae Fhine Gall
FINGAL COUNTY COUNCIL
Water Services Department

Storeperson
Leixlip Water Treatment Plant

5. PARTICULARS OF EMPLOYMENT

The post is whole-time, permanent and pensionable.

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.

6. PROBATION

Where persons who are not already employees of a Local Authority are employed, the following provisions shall apply:

- (a) there shall be a period after such employment take effect during which such persons shall hold such employment on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold employment at the end of the period of probation unless during such period the Manager has certified that the service of such persons is satisfactory.

Comhairle Contae Fhine Gall
FINGAL COUNTY COUNCIL
Water Services Department

Storeperson
Leixlip Water Treatment Plant

7. WAGES & ALLOWANCES.

The working week is currently 39 hours.

WAGES:

The wages scale for Storekeeper/General Operative at Leixlip Drinking Water Treatment Plant, is as follows:-

Point on scale	Weekly Basic Wage
1	€597.00
2	€604.60
3	€608.78
4	€613.35
5	€617.96
6	€623.19
7	€629.24

PAID ALLOWANCES:

Wages Allowance:	€28.25 per week
Meal Allowance:	€9.55 per week
Travel Allowance:	2.5 hours per week @ double-time
On-Call Allowance:	€80.73 per <u>rostered</u> week

8. RETIREMENT AGE

The retirement Age is 70.

9. RECRUITMENT

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualification declared for the post and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise.

The local authority shall require a person to whom employment is offered to take up such employment within a period of not more than 6 weeks and if he or she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ the person.