

Executive Quantity Surveyor

Information for Candidates

Rolling Competition



About Fingal County Council

Fingal is a highly attractive place to live, work, visit and do business. It comprises a geographical area of 450 sq.km stretching from Balbriggan in the north, to Blanchardstown in the west and to Howth in the east. The area is defined by the diversity of its landscape and settlement patterns with rural, urban and suburban locations all rolled into one county. There is 88kms of coastline, three large protected estuaries and salt marsh habitats and 13 major beaches.

Fingal County Council is one of the county's major local employers and currently employs approximately 1,600 staff. The Council is mandated to deliver a diverse range of functions and services which can be broadly described under the headings of the provision of physical and social infrastructure, housing, economic and tourism development, community development, recreation and amenity services and the management of the planning and environmental regulatory framework. The role of the County Council as provided for in law is to represent, lead and serve the communities of Fingal.

1. Duties

- Act under the direction of the Senior Quantity Surveyor/Senior Executive Quantity Surveyor in the Architects Dept.
- Preparation of cost and economic advice for client depts in the Council and external clients where applicable
- Prepare documentation for submission to the Department of Housing, Local Government & Heritage
- Construction procurement
- Framework tendering and administration
- Act as part of a design team
- Preparation and production of Bills of Quantities
- Tender action, evaluation and recommendation
- Administration of GCCC public works contracts
- Contract administration generally including preparation of interim recommendations for payment and final accounts; cost reports
- Attend site meetings and attend on site for other duties
- Deal directly with contractors
- Deal with Council insurance claims, primarily housing related
- Other quantity surveying duties as arising and such duties as may be assigned to them in relation to the area of any other Local Authority.

2. Qualifications and requirements of the post

CHARACTER

Each candidate must be of good character.

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.

EDUCATION, TRAINING, EXPERIENCE, ETC.

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

- (a) hold a professional qualification in Quantity Surveying that is prescribed under the Building Control Act 2007, or a qualification in Quantity Surveying that is equivalent to a qualification so prescribed in Section 29 of the Building Control Act 2007 and
- (b) be eligible for registration as a Quantity Surveyor under the Building Control Act 2007 without requiring further assessment. Any appointment will be subject to registration under the Act;
- (c) have at least five years satisfactory experience of Quantity Surveying work;
- (d) possess a high standard of technical training and experience; and
- (e) possess a high standard of administrative experience.

DESIRABLES

The ideal candidate shall:

- Possess good professional knowledge and skills
- Have a strong, outward looking perspective and possess an awareness of developments within the construction sector
- Be able to work within multi-disciplined teams as required and also to work independently on allocated projects
- Have strong interpersonal and communication skills
- Possess good IT skills
- Have the ability to manage financial resources within a budgetary control framework
- Have a good working knowledge of the Capital Works Management Framework and the Public Works Contracts.
- On the date of appointment possess a current unendorsed full driving licence (category A1, A and/ or B) as he / she may be required to drive in the course of their duties.

3. Particulars of Employment

The employment is wholetime, 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 dependant 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.

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 Chief Executive has certified that the service of such persons is satisfactory.

SALARY

€59,067, €61,217, €63,366, €65,520, €67,672, €69,823, €71,976, €74,116, €76,280, €78,425, €80,897 (LSI 1), €82,108 (LSI 2).

Persons who are not serving local authority employees will be based on the minimum of the scale.

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 post or in respect of any services which they are required by or under any enactment to perform.

HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are employed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

RETIREMENT AGE

The retirement age is 70 years.

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.