**COMHAIRLE CHONTAE LAOISE**

**LAOIS COUNTY COUNCIL**

**POST OF TRAFFIC / LITTER WARDEN**

**QUALIFICATIONS**

# 1. CHARACTER

Candidates shall be of good character.

# 2. HEALTH

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. EDUCATION, TRAINING, EXPERIENCE, ETC.**

Each candidate must have, on the latest date for receipt of completed application form:

1. Have a good standard of general education such as will enable the applicant to efficiently and effectively perform the duties assigned to Traffic/Litter Warden.
2. Hold a full clean current driving licence in respect of Category B Vehicles or equivalent in the EU Model Driving Licence on the latest date for the receipt of completed applications.
3. Possess satisfactory experience in dealing with the public

**THE ROLE**

A Traffic/Litter Warden is a member of a multi-disciplinary team engaged in the delivery of front line service and may be based in one of the Council’s three municipal districts, subject to assignment.

Whilst the Traffic/Litter Warden has specific responsibility for the enforcement of a variety of legislation including Traffic, Litter Pollution and Casual Trading Acts and Regulations, the role also entails working closing with a wide range of local authority stakeholders in the Municipal District including businesses, schools, tidy towns committees, residents associations and other community groups. The ideal candidate will be a highly motivated, adaptable and flexible person capable of acting on their own initiative, with a strong sense of commitment to delivering quality public services.

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 **PARTICULARS OF THE POST**

* 1. Theemployment is wholetime and permanent.

Persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute to the local authority at the rate of 3.5% of their net pensionable remuneration plus 3.0% of pensionable remuneration.

* 1. **REMUNERATION**

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 and received by him/her by virtue of his/her position or in respect of services which he/she is required by or under any enactment to perform.

In accordance with EL02/2011 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

The current salary is from: €594.84 - €619.32 gross per week.

**3. PROBATION**

When a person who is not already a permanent officer of a local authority is appointed to a permanent office the following provisions shall apply, that is to say –

1. there shall be a period after such appointment takes effect during which such person shall hold such office on probation,
2. such period shall be 10 months, but the Manager may at his/her discretion extend such period,
3. such person shall cease to hold such office at the end of a period of probation unless during such period the manager has certified that the service of such person in such office is satisfactory.
4. **HOURS OF DUTY**

The person appointed will be required to work a thirty nine hour, five day week, within the period from 9.00a.m. to 9.00p.m. on weekdays, including Saturdays at specific hours, to be decided from time to time by the Local Authority.

The person appointed may also be required to work such other hours outside the normal thirty-nine hour week as may be assigned by the Director of Services or delegated person.

1. **HOLIDAYS**

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and local agreements which may apply from time to time.

**6. UNIFORM**

The person appointed will be supplied with and required to wear a uniform at all times when on duty.

**7. IDENTITY CARD**

The Warden will be issued with an Identity Card which should always be in his/her possession for identity purposes when on duty.

**8. TRAINING**

The person appointed will be required to undergo Training Courses from time to time.

1. **SUPERANNUATION**

The superannuation contributions of relevant scheme will apply.

1. **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 introduces new pension and retirement provisions for **new entrants** to the public service appointed on or after 1st January 2013. Pension age set initially at 66 years; this will rise in step with statutory changes in the SPC age to 67 years in 2021 and 68 years in 2028. The compulsory retirement age of 70 applies. Otherwise the retirement age of the relevant Scheme applies.

 It should be noted that candidates who are in receipt of a Public Service Pension and are rehired in any paid capacity by a Public Service Body may be liable to have their pension abated.

Prior to appointment successful candidates will be obliged to complete a Declaration in relation to previous Public Sector Pensionable Employment

1. **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.

**12. DUTIES**

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of the local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. The duties shall be such as will be assigned from time to time, by the Director of Services or by any other person authorised by the Director of Services to do so. Duties to be assigned include the following (although this is not exhaustive) and may be reviewed from time to time as organisational needs require:

**The Traffic/Litter Warden** will perform such duties as may be assigned to him/ her from time to time by the Council, at any location within the County. These duties will include:

**In Relation to Traffic Management:**

* 1. Patrol an area of the town in the course of his/her duties as assigned by the Director of Service.
	2. Check licences and permits issued under the Casual Trading Act, 1995, if required, and to assist in the prosecution of that Act, including the writing of reports, attendance at Courts, and the giving of evidence on behalf of the Local Authority.
	3. Patrolling an area of the town assigned by the Director of Service and the issuing of “fixed charge notices” notices where there are infringements of the Traffic & Parking Regulations, and/or Road Traffic Acts, and any such appropriate Acts and Regulations.
	4. To be fully conversant with On-Street and Off-Street Parking Byelaws and with any other Traffic Acts and Byelaws appropriate to his/her duties.
	5. The servicing and maintenance of pay & display machines (for which training will be provided) and any other duties in connection with the introduction of the pay & display machines.
	6. Any other duties as may be assigned in connection with the introduction of hand-held terminals for the issuing of tickets and the use of technology.
	7. Reporting of abandoned vehicles.
	8. To maintain accurate records of offences for the purposes of court proceedings to assist in preparation for such proceedings and to attend Court and give evidence when required.
	9. To write clear and concise reports when necessary.
	10. To perform all duties required in a courteous and efficient manner.
	11. To carry out such other appropriate duties relative to the post of Traffic Warden as may be assigned by the Director of Service or delegated person.
	12. Traffic Wardens may be required to carry out the duties of Litter Warden, subject to appropriate advance training and instruction having been provided.
	13. Any other duties assigned from time to time.

**In Relation to Litter Management:**

12(a) To patrol an areaof the town in the course of his/her duties as assigned by the Director of Services.

12(b) Enforcement of Anti-Litter procedures as may be directed including
enforcement of the Litter Pollution Act, 1997 with which they will be required to be conversant.

12(c) To arrange anti-litter campaigns with Local Associations, school etc.,
when directed.

12(d) To approach traders and owners of shops and other public places which
 generate litter to improve conditions in the vicinity of such places.

12(e) To promote environmental awareness in the County, by bringing to the attention of the public the need for their co-operation in keeping their environment tidy and litter free.

12(f) Arranging for systematic removal of graffiti and notices exhibited by people on property of which they are not the owners.

12(g) Arranging for systematic removal of abandoned vehicles.

12(h) To check licenses and permits issued under the Casual Trading Act, 1995, if required, and to assist in the prosecution of that Act, including the writing of reports, attendance at Courts, and the giving of evidence on behalf of the Local Authority.

12(i) To maintain accurate records of offences for the purposes of court proceedings, to assist in preparations for such proceedings and to attend Court and give evidence when required.

12(j) To write clear and concise reports when necessary.

12(k) To perform all duties required in a courteous and efficient manner

12(l) To carry out such other appropriate duties relative to the post of Litter Warden as may be assigned by the Director of Services or delegated person.

12.(m)Litter Wardens may be required to carry out the duties of Traffic Warden, subject to appropriate advance instruction and training having been provided

12(n) Any other duties as may be assigned from time to time

1. **Driving Licence**

Candidate must have a full clean driving licence of category “B” free from endorsement. Successful applicants will be required to produce their driving licence annually in order to enable the Council to verify the status of the licence.

1. **Health**

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, before he/she is appointed, to undergo at his/her own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to the candidate.

1. **Sick Leave**

The terms of the Public Service Management (Sick Leave) Regulations 2014 as amended will prevail.

**16. RECRUITMENT**

Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the local authority. The merits of candidates shall be assessed by reference to their suitability for appointment, general knowledge and intelligence, skills, and experience of value, if any.

 A panel may be formed on the basis of such interviews.

1. **SHORTLISTING**

Candidates may be shortlisted on the basis of relevant qualifications, training and experience as set out on their application form. The candidates shortlisted will be invited to attend for interview.

**18. PANELS**

Panels may be formed on the basis of the interviews. 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 as appropriate vacancies arise.

* 1. **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.

* 1. Candidates may be required to submit documentary evidence to the local authority in support of their application.

**19. COMMENCEMENT**

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 is he/she fails to take up the appointment within such period or such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.