

## **Cork County Council**

### **Pool Assistant**

#### **Dunmanway Municipal leisure Complex**

### **Qualifications**

#### **1. Character**

Each candidate must be of good character and the successful applicant will be subject to Garda Vetting prior to any appointment being confirmed.

#### **2. Age**

Candidates deemed “not to be new entrants” to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of completed Application Forms for the office.

The age restriction of 65 years does not apply to “new entrants” to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants in 2004-2012).

In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is compulsory retirement at age 70 for new entrants to the public service after January 1st 2013.

#### **3. 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.

#### **4. Education, Experience**

Each candidate must, on the latest date for receipt of completed application forms -

Hold a minimum current Irish Water Safety Pool Lifeguard Level 2 award or RLSS National Pool Lifeguard Qualification and Swimming Teacher's Award.

A Certificate of Competence in Pool Plant Operator is desirable but not essential.

Have a thorough knowledge of resuscitation including Cardio Pulmonary Resuscitation and First Aid. If the successful applicant does not have a First Aid Qualification they will be required to obtain it within 6 months of appointment

## **Particulars of Employment**

### **1. Status**

The post is a non-officer grade

### **2. Hours**

The employment is full-time that is a minimum of 39 hours per week, which will include public holidays, night and/or weekend work as directed.

### **3. Salary**

The initial wage is €523.30 basic per week (point 1) on assignment, rising after training and satisfactory service by 13 annual increments to €547.06 (point 13) basic per week. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive wages) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform. The contract may be terminated at any time subject to normal legal requirements.

### **5. Superannuation:**

You will be required to join the Local Government Superannuation Scheme.

For Class A 'non new entrants' as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

For Class A 'new entrants' as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

Persons who become pensionable employees of a local authority for the first time on or after 1 January 2013 are assigned to Public Service Pensions (Single Scheme & Other Provisions) Act 2012. Therefore, the conditions of employment regarding retirement age and superannuation shall be as follows:

The minimum retirement age is 66 in line with State Pension contributory age. This will increase to 67 in 2021 & 68 in 2028. Scheme members must retire at age 70.

You are liable to pay the Class A rate of PRSI contribution. You are required in respect of superannuation to contribute 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 3% of pensionable pay.

Employees on temporary contracts must pay superannuation and Spouses and Childrens Pension Scheme contributions. At end of employment, where the employment period is less than 2 years, contributions will be refunded, adjusted for tax/other state deductions. If your service exceeds 2 years, your superannuation entitlement will be preserved to the minimum retirement age and payable at the minimum state pension retirement age.

## **6. Retirement**

The Public Service Pensions (Single Scheme & Other Provisions) Act 2012 introduces new provisions for superannuation and retirement. Single Public Service Pension Scheme Members must retire at age 70. For appointees who are deemed “not to be new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, retirement is compulsory on reaching 65 years of age. There is no compulsory retirement age for appointees who are members of the Local Government Superannuation Scheme (LGSS) and who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

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).

All persons who become pensionable employees of a local authority will 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 their pensionable remuneration in accordance with the terms of the Scheme.

## **7. Probation:**

The following provisions shall apply:-

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) where the temporary contract duration is longer than 12 months, such probation period shall be 12 months but the Chief Executive may, at his/her discretion, extend such period;
- (c) in the case of temporary contracts of less than 12 months, a lesser period of probation will apply; but the Chief Executive may, at his/her discretion, extend such period;
- (d) such persons shall cease to hold office 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 local authority shall require persons to whom an appointment is offered to take up such appointments within a period of not more than one month and if they fail 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 them.

## **8. Health**

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their 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 candidates.

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

When required to do so, holders of the office shall 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.

The base for working purposes shall be Dunmanway Leisure Complex or as determined by Cork County Council.

## **9. Recruitment:**

The recruitment selection process will include an interview.

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulations 1974, the Minister has given directions as follows:-

The appointment shall be advertised in such a manner as to clearly indicate that the local authority is an equal opportunities employer.

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.

A local authority may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure and admit to the competition only persons who appear to be likely to attain in the competition a standard sufficient for appointment.

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 as appropriate vacancies arise.

### **Duties**

The duties will be carried out under the general direction of the Dunmanway Municipal Leisure Complex Manager or other designated officer. The duties will relate primarily to:-

1. To ensure full compliance with the Health and Safety legislation and Cork County Council Health and Safety Policies and Procedures.
2. Arranging the bookings by groups for the use of the various facilities and keeping appropriate records of same.
3. To maintain and ensure the upkeep of the premises and surrounding areas including all plant and equipment within the complex.
4. Ensure the Complex operates in a guest focused manner, always striving to exceed guest expectations thereby building customer and brand loyalty.
5. Assist in supervision in the pool in conjunction with Health and Safety Standards.
6. Conduct swimming classes as rostered.
7. Assist in testing and backwashing of pool water according to regulations specified.
8. To assist with administration duties of the Complex via daily organisation in filing or other admin duties as requested.
9. Contributing to the efficient running of Complex while on duty.
10. The Pool Assistant is to perform such other duties as may be assigned by the Council from time to time.

The Council reserves the right to change and / or alter the duties of the Pool Assistant as required.

***Personnel Department  
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