

CORK COUNTY COUNCIL

TRAFFIC / LITTER WARDEN QUALIFICATIONS

1. Character

Each candidate must be of good character. Please note that Garda Vetting will be applied.

2. Education, etc.

Each candidate must have a good general education of a sufficient standard to enable that person to understand fully and carry out the duties of the post. Each candidate must have clear legible handwriting, good report writing and record keeping skills. Each candidate must have excellent communications and interpersonal skills.

3. Each candidate must hold a full current European Communities Model Licence “B” Category, free from endorsement.

4. The successful candidate shall be required to demonstrate a proficiency in the use of computer software.

5. 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.

6. 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.

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TRAFFIC / LITTER WARDEN PARTICULARS OF OFFICE

1. The Warden is required to carry out his/her duties in Cork County with details to be determined by the Director of Services or other appropriate Supervisor.
2. The employment is whole-time and pensionable.
3. **Superannuation:**

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. All persons who become pensionable officers of a local authority are required, in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

For Class D officers the minimum retirement age is 60 and the maximum retirement age is 65.

Persons who become pensionable officers 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).

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 officers 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.

4. The employment is subject to a probationary period of one year and will be terminable by the giving of one week's notice by either side during that period. After the employment has been confirmed, it will be terminable by the giving of the required notice by either side under the Minimum Notice and Terms of Employment Act, 1973.
5. The initial wage is €626.21 basic per week (point 1) rising by annual increments to €652.12 basic per week (point 13).
6. **Hours of Duty:** The Warden will be required to work a 5-day, 39-hour week, Monday to Saturday (5 days) and the occasional Sunday in Cobh on a rota basis. The Warden may be required to work hours outside of normal working hours as required by his/her immediate Supervisor in order to investigate certain offences under relevant legislation. The Warden's base will be Cobh, County Cork but the Council reserves the right to re-deploy the Warden to any other area of its activities in an emergency and/or on a full or part-time basis. Please note that the Cork County Council reserves the right at its sole discretion to second or re-assign the Warden to any other body on a full-time or part-time basis as required.
7. **Uniform:** The Warden shall be supplied with and required to wear a Uniform when on duty.
8. The Warden is required to use as directed and upon receipt of appropriate training, Information Technology equipment, including personal computers, hand held technologies, Mobile Workforce Management system and other equipment, as directed.
9. Notice of intention to take leave shall be given to the council at least two weeks before proposed leave commences.
10. The Warden must comply fully with any Cork County Council Corporate Policy emanating from Parent and Ancillary Statements.
11. 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, at a location acceptable to the Local Authority.

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DUTIES

- a) The Warden is required to carry out his/her duties in Cork County with details to be determined by the Director of Services or other appropriate Supervisor.
- b) To carry out functions specified in sub-section (2) of Section 2 of the Local Authorities (Traffic Wardens) Act 1975 and to comply with the general provisions of the Act and relevant legislation.
- c) To carry out such duties as may be assigned by the Director of Services in relation to the enforcement of the Litter Pollution Act 1997 to 2003, Waste Management Acts 1996 as amended and other relevant legislation which may be enacted by the Oireachtas.

- d) The following duties apply to the role as a **Traffic Warden**

To patrol the areas specified on a pre-arranged or random basis (as instructed) and to issue Fixed Charge Offence Notices for:

- i) infringement of the parking bye-laws for the town with which they will need to be conversant; and
- ii) non-display of a current tax or registration disc on parked or stopped vehicles.

- e) The following duties apply to the role as a **Litter Warden**

- i) Patrol the areas under the jurisdiction of Cork County Council assigned to him/her by his/her Supervisor and investigate reports received through the Anti-Litter Unit / Area Roads Office / Municipal District Office.
- ii) Search out areas of indiscriminate dumping of household refuse, industrial refuse and waste and other litter (including abandoned vehicles) and investigate the source of such litter and persons responsible therefore.
- iii) Observe and report all spillages from motor vehicles/skips onto the public roadway, including grain, fertiliser, oil, slurry, concrete and wind blown material and other litter.
- iv) Maintain a watch on specified indiscriminate dumping areas as directed by the Litter Warden's immediate Supervisor with a view to compiling evidence towards the prosecution of litter and dumping offenders.
- v) To identify private properties on which litter is visible from public places and to identify the occupiers and owners thereof.

- vi) To monitor all flyposting, advertising leaflets on cars and graffiti within the area of Cork County assigned to the Litter Warden, and to contact the persons responsible for the erection and display of such flyposting, etc. for the purposes of having them removed and/or to take proceedings under the Litter Pollution Act / Roads Act 1993 against the said offenders.
- vii) To detect offences in relation to the placing of domestic refuse in public litter bins.
- viii) To detect offences in relation to the presentation of domestic and trade refuse for collection by private waste contractors.
- ix) To detect offences involving the disposal of litter and refuse on public streets, including the identification of the offenders.
- x) To note infringements of Section 52 of the Local Government (Planning & Development) Act, 1963 or amendments thereto with respect to indiscriminate dumping on derelict sites or buildings.
- xi) To issue “on the spot” fines in respect of offences under the Litter Pollution Act, 1997 to 2003.
- xii) To assist, on occasions, Waste Enforcement / Litter Wardens assigned to the Environment Directorate.
- xiii) To promote litter awareness. This duty will involve:
 - The distribution of anti-litter material, visits to schools and addressing schoolchildren regarding the law on litter and regarding the environmental damage caused by litter.
 - Work with community groups to assist and arrange in the removal of materials collected by such groups by advance agreement with the Council.
 - The arrangement and implementation of anti-litter campaigns with relevant associations, community associations, community association and schools, etc. as directed by the Litter Warden’s immediate Supervisor.
 - The visiting of commercial premises, and the owners of other property to which Sections 6, 9 and 16 of the Litter Pollution Act, 1997 to 2003 apply with a view to ensuring by education, persuasion and advice, etc. that the requirements of these Sections are complied with by the owners and occupiers.

The following duties apply to both the role as a Traffic and a Litter Warden

- f) To keep accurate records of offences as required for the purposes of Court Proceedings, to attend Court and to give evidence, as required.
- g) To write clear and concise reports as necessary.
- h) To carry out the function specified in Sub-section (2) of Section II of the Casual Trading Act, 1980.

ESSENTIAL SKILLS AND QUALITIES

- (i) Excellent interpersonal, presentation and communication skills, both written and verbally.
- (ii) A knowledge and understanding of the current relevant legislation that the Warden is required to promote and enforce, as listed above.
- (iii) Must demonstrate a competence in IT skills including, but not limited to, computer programmes, website input, report writing & data transfer.
- (iv) Demonstrate a high ability to work under own initiative and as part of a team of Traffic / Litter Wardens.

KEY RESPONSIBILITIES

- Issuing of fines, reports, and the preparation of files for legal proceedings.
- Giving evidence in Court.
- Attend and part-take in training as required.
- Comply with Parent & Ancillary Safety Statements including the completion of Risk Assessments.

*Personnel Department
September 2017*

ESSENTIAL SKILLS, EXPERIENCE & KEY COMPETENCIES

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:

Teamwork

Shows respect for colleagues and co-workers

Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate

Offers own ideas and perspectives

Understands own role in the team, making every effort to play his/her part

Information Management/Processing

Approaches and delivers all work in a thorough and organised manner

Follows procedures and protocols, understanding their value and the rationale behind them

Keeps high quality records that are easy for others to understand

Draws appropriate conclusions from information

Suggests new ways of doing things better and more efficiently

Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages, etc.

Delivery of Results

Takes responsibility for work and sees it through to the appropriate next level

Completes work in a timely manner

Prepare clear, concise and accurate reports

Adapts quickly to new ways of doing things

Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes

Writes with correct grammar and spelling and draws reasonable conclusions from written instructions

Identifies and appreciates the urgency and importance of different tasks

Demonstrates initiative and flexibility in ensuring work is delivered

Is self reliant and uses judgement on when to ask manager or colleagues for guidance

Customer Service & Communications Skills

Actively listens to others and tries to understand their perspectives/requirements/needs

Understands the steps or processes that customers must go through and can clearly explain these

Is respectful, courteous and professional, remaining composed, even in challenging circumstances

Can be firm when necessary and communicate with confidence and authority

Communicates clearly and fluently when speaking and in writing

Specialist Knowledge, Expertise and Self Development

Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.

Clearly understands the role, objectives and targets and how they fit into the work of the unit

Is committed to self development and continuously seeks to improve personal performance

Drive & Commitment to Public Service Values

Consistently strives to perform at a high level and delivery a quality service

Serves the Government and people of Ireland

Is thorough and conscientious, even if work is routine

Is enthusiastic and resilient, persevering in the face of challenges and setbacks

Is personally honest and trustworthy

At all times, acts with integrity

*Personnel Department
September 2017*