



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Clerk of Works**

**Closing Time and Date: 5.00 pm on Thursday 21<sup>st</sup> May 2026**

Cavan County Council is committed to a policy of equal opportunity.

**Cavan County Council:**

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

**Competition:**

The purpose of this recruitment campaign is to form a panel for Cavan County Council from which full-time, permanent, and fixed-term contract posts may be filled at Clerk of Works.

**Post:**

The position of Clerk of Works is one which provides required oversight to ensure that all construction works are carried out in accordance with relevant legislation, regulations, construction standards, codes of practice, etc. and that all materials are provided and utilised in accordance with all manufacturer's requirements and recommendations.

The person appointed may also be required to carry out regular property inspections, provide detailed technical reports and assist in the oversight and maintenance and refurbishment of housing, apartment dwellings, and both community and civic buildings.

**Duties:**

The duties shall be such as may be assigned to the Clerk of Works and may include some or all of the following: -

- Supervising the construction, repair and maintenance of dwellings (apartments, houses, service units) and of other works, e.g., new builds, extensions, adaptations, etc.;
- Supervision and inspection of works of building construction, development and ancillary civil engineering works to ensure compliance with building regulations, building grant requirements and planning permissions etc.;
- Supervising, as directed, works of repair, construction, security or demolition;
- Liaising with Design Team for new projects;
- Control and supervision of staff where appropriate including foreman, chargehands, craftsmen, skilled and unskilled general operatives and checking/certification of time sheets;
- Certification of proper use of materials and preparation of costings of work done;
- Inspecting and reporting on the condition of houses and structures, specifying repairs, renewals or rebuilding considered necessary to make unfit or defective premises fit for human habitation, or to put them into good repair, and the preparation of estimates of cost thereof;
- Keeping accurate records, including digital records, of inspections, notices, Court Orders, etc.;
- To undertake Health & Safety duties commensurate with the post and / or as detailed in the City Council Health & Safety policy;
- Liaising with staff, tenants, members of the public, elected representatives, management companies and the like in the course of completing duties;
- To cooperate with all Health & Safety measures within the organisation;
- To maintain a daily work diary, recording decisions, events, appointments and staff details. He / She will be required to produce report updates on work events to the Engineering supervisor;
- Carrying out such other duties including duties within the area of any other local authority, as may be assigned by the Council from time to time.
- The person holding the post will be required to work such hours as may be assigned from time to time and may be required to work outside the normal hours of duty.

- The Clerk of Works will co-operate fully with the implementation of new technology in their areas of operation.
- The Clerk of Works will attend all relevant training courses. This will include training courses in the technology area and courses relating to personal training and development.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours.

**Qualifications:****1. Character**

Each candidate shall be of good character.

**2. Health**

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

**3. Citizenship:**

Candidates must, by the date of any job offer, be:

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa: or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

**4. Education, experience, etc;**

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

- i. (a) Hold a degree in Engineering or Architecture

**or**

(b) Hold a National Certificate / National Diploma in Construction Studies or Civil Engineering issued by the National Council for Education Awards / Further education training Awards Council.

**or**

(c) In the case of an office involving building construction work – as an alternative to the qualification at (a) – be a member of the institute of Clerk of Works in Ireland, or possess a full course certificate in building issued by the Technical Instruction Branch of the Department of Education or a first class Technological Certificate (Intermediate Stage) or a Technological Certificate (Advanced Stage) issued by the Department of Education or have had satisfactory supervisory experience of building work, including Housing.

- ii Have an adequate knowledge of civil engineering works or of building construction.
- iii Be capable of writing clear and concise reports, keeping work records, measuring and recording all variations from contract and reading drawings.
- iv. Have a satisfactory knowledge of the surveying, levelling and setting out of works.
- v. Possess a current Class B Driving Licence (free from endorsements)

**\*Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

**Desirable requirements**

The following is desirable but not essential:

- Working knowledge of the Local Authority Sector;
- Experience in public procurement, including the use of eTenders;
- Experience in the consultation with statutory and non statutory stakeholders in the delivery of projects.
- Experience in working with external Consultants in the delivery of capital projects.
- Experience in the inspection, monitoring and the maintenance of records for capital and maintenance projects to ensure compliance with legal, technical and other regulations placed upon the Council.
- Ability to carrying out a programme of inspections of construction sites to ensure activities delivered through contractors meet the required technical specifications in the contract.
- Ability to organise individual site supervision / inspection workload to ensure that the required site visits are effectively carried out and completed.
- Ability to provide technical advice and support to contractors on specifications and codes of practice. This includes ensuring contractors are aware of their requirements and informing them where further evidence of quality assurance is required.
- Ability to identify and prepare evidence/information on defects and non-compliances and oversee the remediation of defects as instructed by the Project Engineer.

**Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for Interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.**

**Salary:**

Remuneration will be at the Clerk of Works Scale of the national wage scales. The present minimum scale is €57,895 increasing to €70,730 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the 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 pay policy.

**Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

**Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Selection process:**

Candidates will initially be assessed to ensure they meet the minimum qualifications set down above. Assessment will be based on information provided by the candidate on the application form. Qualifications of successful candidates may be subject to further checks post interview to confirm they meet the criteria.

Candidates will then be assessed based on other information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Candidates may be short listed based on information provided in the application form.

**Communications:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

**Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Thursday 21<sup>st</sup> May 2026**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

**Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

**Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**Competency Framework & Requirements:**

A Requirement and Competency Framework has been developed for the position of Clerk of Works. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

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| <b>Requirements:</b>                                       |  |
| <b>Knowledge, Experience and Skills</b>                    | <ul style="list-style-type: none"> <li>• Knowledge and understanding of the role of Clerk of Works</li> <li>• Knowledge and understanding of building construction generally and of modern building techniques and building systems</li> <li>• Knowledge and understanding of Public Works Contracts and Building Regulations</li> <li>• Relevant experience at a sufficiently high level</li> <li>• Experience of compiling, preparing and presenting reports, presentations, correspondence, etc.</li> </ul> |
| <b>Competencies:</b>                                       |  |
| <b>Delivering Quality Outcomes and Ensuring Compliance</b> | <ul style="list-style-type: none"> <li>• Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement. Abides by the laws, regulations, policies and procedures affecting the discharge of duties.</li> <li>• Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively.</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Develops and implements quality assurance measures and appropriate systems/processes to achieve and/or check compliance with performance standards or benchmarks.</li> <li>• Critically evaluates outcomes and processes used to achieve them.</li> <li>• Is aware of and understands relevant legislation, regulations and policies.</li> <li>• Refers to relevant professional documents as required.</li> <li>• Puts forward solutions to address problems</li> </ul>   |
| <p><b>Communicating Effectively</b></p> | <ul style="list-style-type: none"> <li>• Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.</li> <li>• Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.</li> <li>• Acts as an effective link between staff, contractors, and senior management</li> <li>• Builds and maintains contact with colleagues and other stakeholders to assist in performing role</li> <li>• Is clear in all communications, considering the audience in getting the message across.</li> <li>• Writes fluently, clearly structuring written communication.</li> <li>• Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.</li> <li>• Is effective in communicating a complex or technical message, using language appropriate to the audience.</li> </ul> |

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| <p><b>Managing Resources</b></p> | <ul style="list-style-type: none"> <li>• Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans. Drives and promotes reduction in costs and minimisation of waste.</li> <li>• Allocates and manages human, financial, physical, technological and information resources in accordance with the operational objectives.</li> <li>• Successfully manages a range of different projects and work activities at the same time</li> <li>• Ensures best value and efficiency in service delivery.</li> <li>• Intervenes in a timely manner if work activities go over budget.</li> <li>• Is vigilant in monitoring the work of contractors to ensure that costs are tightly controlled and that work is delivered effectively.</li> <li>• Analyses and improves management and accountability structures in their operational area to ensure that they are fit for current purpose.</li> <li>• Proactively identifies areas for improvement and develops practical suggestions for their implementation</li> </ul> |
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### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Clerk of Works Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

**General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

**Cavan County Council is an equal opportunities employer**