Candidate Information Booklet

poistphoiblí publicjobs

Senior Clerk of Works (Mechanical & Electrical)

In the Office of Public Works

Closing Date: 3pm on Thursday, 25th September 2025

Open competition for appointment as:

Senior Clerk of Works (Mechanical & Electrical)
In the Office of Public Works

Competition ID: 25202

Professional and Technical 2

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publicjobs is committed to a policy of equal opportunity and encourage applications under all nine grounds of the employment equality act.

publicjobs will run this competition in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service, prepared by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie.

publicjobs refers to Public Appointments Service established under the Public Service Management (Recruitment and Appointments) Act 2004-2013

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Senior Clerk of Works (Mechanical & Electrical)
Office of Public Works

Background
The Office of Public Works (OPW) is a key service provider to the Government. Their ethos is to be client focused, to ensure timely delivery of services and to provide value for money. Their remit includes preserving and maintaining Ireland's most iconic heritage properties and estate management and maintenance of the State's substantial property portfolio, including over 2,500 properties. This includes providing accommodation to central Government Departments, An Garda Síochána and other State agencies. The OPW is also the lead agency for flood risk management in Ireland.

Further information on the OPW can be found on the **OPW's website**.

Estate Management Division
OPW Estate Management Division (EMD) is responsible for the management and maintenance of the State's property portfolio within its remit. EMD's strategic goal is to maximise the use, efficiency and value of the OPW accommodation portfolio and meeting the operational needs of its clients.

The OPW is now recruiting a Senior Clerk of Works to join its Mechanical & Electrical Engineering Section.

Mechanical & Electrical Engineering Section
The Mechanical & Electrical (M&E) Engineering Section within the OPW's Estate Management Division is headed by the Assistant Chief M&E Engineer. Its main function is the design, delivery and maintenance of Mechanical & Electrical building services in existing and new buildings.

The Role
Reporting to either an Engineer Grade I or Grade II, in the M&E Engineering Section, the Senior Clerk of Works (M&E) will be responsible for overseeing both M&E areas of work. Their role includes arranging and supervising the installation and maintenance of M&E systems, the preparation of contract documents and the supervision of work on site.

The role is quite varied, and while the Senior Clerk of Works (M&E) will normally be responsible for dealing with small scale works in their area, they will also be part of a multidisciplinary team, working with other building professionals on various projects such as Architects, Structural Engineers, Quantity Surveyors, and administrative staff.

Key Duties and Responsibilities of the Role
- Arranging and supervising the maintenance of M&E systems.
- Arranging, managing & monitoring small capital works contracts.
- Monitoring the quality of M&E work carried out by contractors.
- Implementing of OPW's Health & Safety policies.
- Inspecting and reporting on properties & projects.
- Ensuring a high standard of service delivery to all customers.
- Ensuring adherence to all OPW protocols in relation to procurement, payment and personnel matters.
- Providing advice and direction as required on the maintenance, operation and installation of services.

Please note: The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may be assigned from time to time.

Vacancies and Location

There is one vacancy at present for a Senior Clerk of Works (M&E), based in either Galway or Sligo to cover the West/North West regions (this currently includes counties Galway, Mayo, Sligo, Leitrim, Donegal, Roscommon and part of Cavan). The specific office base location (Galway or Sligo) will be determined by the hiring manager in consultation with the successful candidate.

Candidates who are successful in this competition will be placed on a panel, in an order of merit, to fill any future vacancies which may arise in OPW's offices in Galway and Sligo or other Senior Clerk of Works (M&E) vacancies arising in Athlone (County Westmeath), Cork City, Dublin City, Kilkenny City, Limerick City, Trim (County Meath), and Waterford City.

When completing the application form, candidates can select a maximum of 2 locations in which they would be prepared to accept a position. Please note that accepting a position in the location you are offered means you will be removed from consideration in the other location you had expressed an interest in.

It is not expected that appointments will be made from this panel after October 2027.

Working Environment

The work will generally be divided between site, home and office, with associated travel and occasional overnight stays required. This may vary, depending on the nature of work on hand at any given time. Travel expenses and subsistence allowances will be paid where applicable, subject to the normal Civil Service regulations.

The OPW's Blended Working Policy is developed and implemented in accordance with the Civil Service Blended Working Policy in line with business needs.

Training and Development

The OPW is committed to ensuring that all staff members are given the support and assistance required to realise their full potential within the organisation. As part of its strategy to meet this objective, the M&E Section provides opportunities for staff to develop professional skills and knowledge over a wide range of competences. Professional, technical, ICT and management training is provided to keep staff up-to-date on relevant developments. Opportunities to attend relevant courses are proactively encouraged.

Benefits

Some of the benefits of working as a Senior Clerk of Works (Mechanical & Electrical) in the OPW are:

- Salary starting at **€54,527** with yearly increments for satisfactory performance;
- Public Sector pension;
- 23 days of annual leave per year rising to 29 days after a number of years in the grade;
- In addition to annual leave allowance, an opportunity to build up additional hours through the flexi time system to avail of a maximum of 1.5 days' time off in lieu per 4 week cycle subject to business needs and a satisfactory probationary period;
    - Flexible working with a commitment to work-life balance and a family-friendly workplace (including work-sharing arrangements and a wide variety of special leave options);
    - Access to Shorter Working Year Scheme;
    - Facility to apply for career breaks;
    - Learning and development opportunities, including access to a refund of course fees scheme, paid study leave and paid examination leave.
- Free access to all OPW managed heritage sites;
- Cycle to work scheme;
- Access to Public Service Credit Union;
- Tax saver public transport pass.

Key Information: Senior Clerk of Works (Mechanical & Electrical) in the OPW

Salary Range: €54,527 to €66,662 **Starting Annual Leave**: 23 days

Hours of attendance: **35 hours net per week**

Principal Conditions of Service: Please **CLICK HERE** to view the Principal Conditions of Service (including full salary scale) applicable to the role.

Competition Closing Date: Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 25th September 2025.**

Interviews are expected to commence from October 2025.

If you do not receive an acknowledgement of receipt of your application within 24 hours of submitting your application, please email: **Grainne.ONeill@publicjobs.ie**

You should check your publicjobs.ie Message Board on a regular basis as email notifications about updates/tests/Interviews etc. published on your Message Board can sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

ENTRY REQUIREMENTS

Essential

Candidates must, on or before Thursday, 25th September 2025:

1. **(a)** Have served an apprenticeship and be fully qualified as an electrician within the Republic of Ireland;

OR

(b) Hold a professional qualification(s) as an electrician gained outside the Republic of Ireland and have those qualifications recognised* by the Commission for Regulation of Utilities (CRU)/Safe Electric Scheme.

****Candidates who are successful in this competition will be required, prior taking up appointment, to confirm that their qualifications are recognised by CRU/Safe Electric Scheme***

Candidates must also have:

2. A minimum of 4 years' of relevant post qualification experience as an electrician working in the built environment in either commercial buildings, and/or industrial installations;
3. Satisfactory experience of leading the delivery of electrical works as clerk of works, foreman, supervisor or similar role;
4. Experience of holding a leading technical role in complex works or projects with a demonstrated ability to read and interpret complex mechanical, and/or electrical drawings, and/or specifications;
5. Experience working as part of a multi-disciplinary project team delivering a project;
6. Excellent specialised engineering knowledge and technical skill across the full area of electrical services with the ability to provide advice and direction in the maintenance, operation and installation of services;
7. Strong engineering knowledge of mechanical services with the ability to provide advice on the maintenance or operation or installation of services;
8. Good knowledge of building construction and building regulations;
9. Good working knowledge of Health and Safety Legislation;
10. Strong oral and written communication skills with the ability to communicate effectively, using clear and concise language;
11. Experience of organising, managing and/or leading meetings with a range of stakeholders;
12. Ability to prepare and maintain accurate reports and works records, including measuring and recording progress;
13. Demonstrated ability to supervise and manage mechanical, electrical and specialist contractors;
14. Excellent interpersonal and negotiation skills, with an ability to build and maintain effective relationships at all levels, both internally and externally;
15. Excellent organisational skills with the ability to work under pressure, handle multiple assignments/projects and/or changing priorities within time constraints;
16. Be self-motivated, enthusiastic, and capable of working independently and/or in a multidisciplinary team environment;
17. Good Information Technology (IT) skills with proficiency in Microsoft Office applications (in particular in Excel, Word and Powerpoint);
18. A current full driving licence (Category B) valid in Ireland and have access to a car.

In addition to the above, candidates must also be able to demonstrate the Key Competencies identified for effective performance at this level.

Desirable

- Knowledge of Building Management Systems;
- Knowledge of Specialist programs used in the design of mechanical or electrical systems;
- A flexible approach in dealing with dynamic challenges;
- Procurement experience and/or knowledge;
- Membership of Institute of Clerk of Works and Building Inspectors in Ireland.

Please note:
Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on or by the dates as specified, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

The onus is on the candidate to ensure they fulfil the eligibility requirements as set out. publicjobs reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who are unable to demonstrate that they hold/will hold the required qualification(s) by the deadline specified may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Candidates who are placed on a panel and come under consideration for a position will be required to provide documentary evidence of their eligibility, including qualifications. **Please be aware a transcript of results may be required; therefore, the onus is on candidates to have this information available if requested by publicjobs.**

Please **CLICK HERE** for further information regarding **Eligibility to Compete and Certain Restrictions on Eligibility.**

COMPETITION PROCESS

Applications should be made online through **www.publicjobs.ie**.
At publicjobs, we are transitioning to a new recruitment platform with the aim of enhancing our services and the candidate experience. The new service will give you more visibility and control of your application.

When accessing our new recruitment platform for the first time, candidates must register as a New User to create a profile ("Register"). To do so, please access the vacancy you wish to apply for on our Jobs Board by clicking on the title of the position. You will be brought to the vacancy where you can click on "Apply" in the right-hand section of our website, or at the bottom of the advertisement. Candidates who have not previously registered on our new recruitment platform will be required to enter some personal details to continue with their application. Account verification will be required, and you must check your email inbox and follow the instructions to verify your account. Please do not confuse registering (creating a profile) with submitting an application. Candidates who have already registered will have an account and should select 'Login' from the top right-hand section of the registration page or through the link at the bottom of the page. Once registered and after your email address has been verified, you must then access the application form, ensure all sections of the application form are fully completed and submit it.

To do this, you will be required to return to the vacancy you wish to apply for, in this instance, **Senior Clerk of Works (M&E)**, on the jobs board on **www.publicjobs.ie** and click on "Apply". This time, you should select the "Login" option in the top right-hand section of the Login Page. Your username is the e-mail address associated with your account. Please note that your username and password are case sensitive.

Please carefully note the following instructions. As you progress through the application, at the bottom of every page, there will be an option to "Save and Continue". The information that you enter is only saved once you click on the 'Save and Continue' button. If you close the browser before clicking 'Save and Continue' or are inactive on the system for 30 minutes or more, you may be logged out of the application form and your information could be lost.

It is imperative that all sections of this application form are completed in full. The mandatory fields are marked with an asterisk*. These fields must be completed before you can submit the application form. You may save the form and come back to it later, however please note that, you must submit the form in order to be considered for this competition as unsubmitted applications will not progress to the next stage.

All sections on the application form Progress Tracker must show a green checkmark before you can apply. Return to any section on the Progress Tracker missing a green checkmark where guidance on the missing information will be displayed. Please ensure all information is correct before submitting your application as no changes can be made after submission. Once you have submitted your application form, you will be brought to a page confirming the status of your application as "Application received". You can view the status of your application at any time by logging in, selecting your name in the top right-hand section of the page and selecting "View all applications". At this point you should consider adding **@publicjobs.tal.net** to your safe senders or contact list within your email account to avoid not receiving emails because a publicjobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that publicjobs or any other body is satisfied that such a person fulfils the requirements.

Visit the **Help Centre** if you have questions or encounter technical difficulties navigating the site

Only one application per person is permitted.

Closing date

Your application must be submitted on the Public Jobs website not later than **3pm on Thursday, 25th September 2025.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please email **Grainne.ONeill@publicjobs.ie**

Interviews for these posts are likely to commence from October 2025.

You are advised to check your message board on a regular basis as email notifications of updates/ tests/ Interviews etc. issued to your Message board may sometimes be filtered into your Junk/ Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that they are in receipt of all communication from publicjobs. publicjobs accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by publicjobs and should make sure that the contact details specified on the application form are correct.

Selection Processes

The selection processes for this competition will comprise a number of elements. These may include one or more of the following:

- shortlisting of candidates on the basis of the information contained in their application against set criteria based on the requirements of the position
- a competitive preliminary interview
- pre-recorded video interview
- completion of online questionnaire(s)
- report-writing exercise or other exercises
- presentation or other exercises
- a final competitive interview
- remote interview
- work sample/role play/media exercise and/or any other tests or exercises that may be deemed appropriate
-

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, publicjobs may decide that a smaller number will be invited to the next stage of the selection process.

publicjobs provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. During shortlisting, an expert board will examine the application forms against agreed shortlisting criteria which are based on the requirements of the position. The standard of content of each application submitted may also be assessed during this process.

Where a competition attracts a large number of eligible candidates, the shortlisting process will apply a scored assessment of the information provided on the application form. A rank order of candidates will then be created, and based on that ranking candidates will be invited to the next stage of the process in groups/batches, with those candidates ranked highest invited initially. Subsequent groups/batches may be invited to the next stage of the selection process over the lifetime of the competition on a demand led basis, if required.

The shortlisting criteria may include both essential and desirable criteria specified for the position, and it is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application. The onus is on candidates to complete the application form fully and accurately.

For certain competitions, candidates may be required to undertake online assessment tests and will be shortlisted in accordance with their ranking in these tests. Applicants must successfully compete

and be placed highest on the order of merit to be considered for advancement to the next stage of a multistage selection process, which may include a shortlisting exercise as described above. The number to be invited forward at each stage will be determined from time to time by publicjobs.

Candidates with Disabilities

Attracting candidates from all sectors of society to ensure accessible routes to career opportunities is a key priority of publicjobs. We are committed to equality of opportunity for all candidates. If you have a **disability or need reasonable accommodations made during the selection process**, **(e.g. for interview, assessments or exercises)**, **we strongly encourage you to share this with us** so that we can ensure you get the support you need.

Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equitable opportunity for this competition. **We can provide accommodations for any stage of the process, including online assessments, interviews or exercises.** Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations.
Please be assured that having a disability or requiring adjustments will **not** impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely **confidential**.

Should you be successful, the disclosure of a disability for this stage of the process **will not be passed onto the employing department** unless you request that we do so.

If you indicate on your application form that you require reasonable accommodations, you will have the following option:

A. If you have been provided with reasonable accommodations from publicjobs **in the last three years**, you should input the details of the most recent **competition** for which you were assigned accommodations along with your **Candidate ID**.

OR

B. You will need to **upload a psychologist/medical report** as part of your application, which details your disability/requirements.

We require a report to better understand your disability and requirements. The report, in addition to your request, helps us determine what accommodations may be suitable for you, in the selection process.

The reports will only be shared with our Assessment Services Unit. In the reports, it is useful for us to see the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may **redact (block out)** parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments.

Please do not email your medical/psychologist's report to us – it should be uploaded directly to your online application.

Should you have any difficulty with uploading your report, please contact **Grainne.ONeill@publicjobs.ie**

publicjobs will ensure that your reasonable accommodations are implemented as necessary, for each stage of the recruitment process.

If you have any **queries** about the **reasonable accommodations process or the accommodations you have received,** please contact **ASU@publicjobs.ie**.

If you wish to discuss any matter relating to the **accessibility** of our services or building, or if you require support from our **Disability Champion** Amanda Kavanagh, please contact **edi@publicjobs.ie**

For further information about Diversity and Inclusion please see the **Info Hub** on our website. Information on the accessibility of our service may be found on the **Accessibility page** on our website.

Pre-Employment Checks

Should your place on the panel be reached and you come under consideration for a position, several pre-employment checks must be completed before a candidate is deemed suitable for appointment.

These checks are carried out to satisfy publicjobs that the candidate satisfies all necessary requirements.

Prior to assigning/recommending a candidate for appointment to a position, publicjobs will make all such enquiries necessary to determine the suitability and eligibility of that candidate. These checks include an evaluation of Citizenship, Health & Character, Garda Vetting & Security Clearance and Reference Checks. Where Citizenship, Health & Character, Garda Vetting and Reference Checks are unsatisfactory or cannot be obtained, publicjobs reserves the right to disqualify a candidate from any further consideration of appointment or termination of your employment where an appointment has already been made.

Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. Request a **Review of a decision** made during the process
   or
2. **Make a Complaint** that the selection process followed was unfair.

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission for Public Service Appointments (CPSA) **at its sole discretion.**

There is no obligation on publicjobs to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, publicjobs will intervene in cases where it finds an error is likely to have occurred.

Requesting a Review under Section 7

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by publicjobs. publicjobs will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate's application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within **5 working days** of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administrative of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A request for Formal Review must be made within **5 working days** of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process

The outcome of the Formal Review must generally be notified to the candidate within **25 working days** of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8

A candidate may believe there was a breach of the Commission's Code of Practice by publicjobs that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates to make a complaint under **Section 8** to publicjobs in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either publicjobs or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, publicjobs and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. **The CPSA cannot instruct publicjobs to reverse a decision taken in the course of an appointment process**. Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how publicjobs has fallen short of the principles of this Code.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

- An Informal Complaint must be made within **5 working days** of notification of the decision and will normally take place between the candidate and a representative of publicjobs who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal communication, they may adopt the formal procedures set out below.

A Formal Complaint must be made within **5 working days** of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.

- The candidate must address their concerns in relation to the process in writing to the Chief Executive (via email to **ceomailbox@publicjobs.ie**, or in writing to Chief Executive Officer, publicjobs, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Complaint will be investigated by a person who is completely independent of the selection process.

The outcome of the Formal Complaint must generally be notified to the candidate within **25 working days** of receipt of the request for review. If the investigation does not produce a decision within this time, publicjobs must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the Code of Practice for Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

General Information

Please **CLICK HERE** for General Information including Candidate Obligations and GDPR.

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You can also keep up to date on **publicjobs.ie** and follow us on our social platforms: