

## **Information Booklet**

### **Vehicle Body Repairer**

<b>Title of Position:</b>	Vehicle Body Repairer
<b>Employing Authority:</b>	Department of Defence.
<b>Location:</b>	Defence Forces Training Centre, Curragh Camp, Co Kildare

#### **About the Job:**

The successful candidate(s) will be employed as a vehicle body repairer in the Defence Forces (DF) Vehicle Base Workshops (VBW). The workshops has responsibility for maintaining fifteen hundred (1500) vehicles and trailers which are used across Ireland and in four (4) locations abroad. This is a position which requires good diagnostic skills and technical competence.

The job is located in the DF VBW, which is located in the Curragh Camp, Co Kildare. There may be an infrequent requirement to travel to the regional workshops in Ireland, and to overseas-deployed DF Units for short periods as required. The candidate will report to the workshops officer and workshops foreman.

#### **Duties:**

The following reflects the typical duties a successful applicant may be required to undertake

1. The evaluation of damage and assessment of repair and/or spraying of DF vehicles or body components.
2. Removal and replacement of all major, minor and ancillary body components in DF vehicles in VBW or their respective locations.
3. The repair, preparation and spraying of DF vehicles and or body parts.
4. The inspection of all DF vehicles as per D TPT instructions and or DF regulations.
5. The identification of parts required for the repair of all DF vehicles.
6. Requisitioning of parts and or materials required for the repair of all DF vehicles or components as required.
7. Ensuring their work area is clean and tidy and that their tools are maintained in a safe and serviceable condition.
8. That they observe all Health and Safety instructions as per Health and safety statement. To comply with all instructions as issued by Officers, Foremen, Senior Non-Commissioned Officers, Section Head, and/or chargehands.

9. To continuously develop their own skills in order to keep up to date with the changing landscape of the motor industry (to include IT training)
10. To advise and improve the skills of any trainees under their supervision.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

### **Entry Requirements and Eligibility**

#### **Candidates are required to:**

- Have good motor vehicle knowledge and maintenance experience
- Have experience of working in a similar position previously
- Be capable and competent of fulfilling the role to a high standard
- Maintain a high standard of housekeeping within his/her immediate work area
- Have good team working skills and have ability to meet deadlines

#### **Education:**

#### **Candidates must:**

- Hold a motor trade qualification in Vehicle Body Repair of minimum level six (6) under the NFQ accreditation system (or equivalent).
- Have a national craft certificate as a Vehicle Body Repairer

#### **Desirable skills:**

- Have previous experience in operating chassis alignment systems
- Be computer literate (EDCL level)
- Hold a foundation Health & Safety Certificate

### **Health:**

A candidate for the post must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of rendering regular and efficient service.

### **Age:**

A candidate who is classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004) must be under 70 years on appointment. A candidate who is not classified as a new entrant must be under 65 years on appointment.

### **Data Protection Acts 1988, 2003 & 2018**

When your application is received, the Department of Defence creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Should you be successful and where the services of a third party are used in processing your application, it may be required to provide them with information (i.e. Payroll Shared Service Centre), however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988/2003 & 2018.

### **Selection Criteria:**

Selection for appointment will be by means of a competitive interview conducted by a board established by the Department of Defence. The Department may, having examined the applications of all candidates, decide that a limited number of candidates will be invited to attend for interview. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this document. In the event that a short-listing process occurs, applicants will be short-listed for interview on the basis of the information supplied in their CVs demonstrating that they fulfil the eligibility criteria and possess the essential requirements and relevant qualifications as set out in this document. Failure to include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process.

The Department does not commit itself to making any appointments. Candidates invited for interview must be prepared to make themselves available at their own expense. Canvassing will disqualify.

### **To Apply:**

Please email CV to: [defenceforces@welfare.ie](mailto:defenceforces@welfare.ie). The closing date for this competition is 5pm Friday 17<sup>th</sup> May 2019.

## Principal Terms and Conditions of Employment

### Vehicle Body Repairer

<b>Tenure</b>	The appointment is full time, permanent and pensionable. Candidates selected by the interview panel must successfully complete the Garda vetting/medical clearance process prior to being selected for employment.
<b>Remuneration</b>	The following salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme & Other Provisions) Act 2012:  €664.01-€684.83-€735.62-€740.76-€745.87-€751.00-€756.11-€761.24-€766.37-€771.47-€777.18 Class A rate of PRSI will apply to any person appointed under this competition.  The rate of remuneration may be adjusted from time to time in line with Government policy.
<b>Working Week</b>	The standard working week applicable to this post 39 hours net (exclusive of lunch breaks).
<b>Annual Leave</b>	The annual allocation applicable to a full-time position is 25 days (inclusive of Good Friday) and exclusive of public holidays.
<b>Superannuation</b>	The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.  For employees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 but there is an option to apply for an extension to remain in employment until age 66.  Please note that the abatement provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply to applicants who are in receipt of public service pensions.
<b>Probation</b>	Appointees shall be subject to a probationary period of 12 months.

### Important Notice:

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