



Comhairle Cathrach Chorcaí
Cork City Council

LITTER WARDEN

JOB SPECIFICATION

Please download and read in conjunction with
Candidate Information Booklet

Closing date: 4pm, Thursday 7th November 2024

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

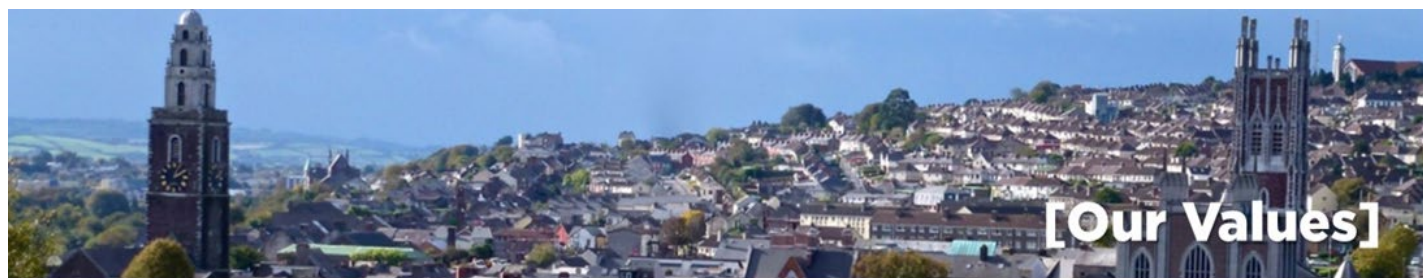
Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €292 million for 2024 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council is establishing a panel for the position of **Litter Warden** from which permanent and temporary vacancies may be filled from time to time.



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council

SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork.

THE ROLE

The role of the Litter Warden is central to maintaining and enhancing Cork City's local environment, ensuring the city remains clean, sustainable, and welcoming for both residents and visitors. The Litter Warden plays a vital role in enforcing a range of litter and waste management regulations, actively patrolling designated areas to prevent illegal dumping and ensuring compliance with local bye-laws. Additionally, the Litter Warden investigates complaints related to indiscriminate dumping, littering, and waste disposal practices, working closely with the public to address these issues.

A key aspect of the role is the promotion of public awareness around litter prevention. The Litter Warden engages with businesses, community groups, and residents to encourage proper waste disposal practices, contributing to an overall improvement in the city's cleanliness and environmental standards. The Litter Warden fosters a sense of shared responsibility for keeping Cork City's public spaces clean and inviting.

In addition to monitoring and reporting on issues related to litter and waste, the Litter Warden is involved in proactive enforcement, gathering evidence, issuing fines, and attending court as necessary to ensure compliance with waste management laws. This active approach helps prevent repeat offences and discourages future littering. By promoting cleaner streets, parks, and public spaces, the Litter Warden helps Cork City continue to thrive as a vibrant, attractive, and sustainable city centre.

DUTIES

The key duties and responsibilities of the post of Litter Warden include:

- The enforcement of the Litter Pollution Acts 1997 and 2003 or amendments to same.
- The enforcement of the Waste Management Acts 1996 and 2001 or amendments to same.
- The enforcement of Cork City Council Wheel Bin Bye-Laws, Segregation and Presentation of Household and Commercial Waste Bye-Laws and Bye-Laws under the Waste Management Acts and Litter Pollution Acts or amendments to same.
- To give evidence in court as required.
- To patrol and monitor the area under the jurisdiction of Cork City Council in the course of his/her assigned duties.
- To visit commercial premises and advise on correct disposal of refuse by suitably certified private collector(s).
- To search illegally dumped waste & bags and recover evidence to enable the issuing of fines and legal proceedings.
- To search out areas of indiscriminate dumping of household refuse, commercial and/or industrial refuse and waste.
- To search out abandoned vehicles on all open spaces, (not on public roads) research to find owner(s) and inform the supervisor to make the necessary arrangements for removal.

- To write clear and concise reports for possible prosecutions on infringements of Cork City Council Wheel Bin Bye-Laws, Segregation and Presentation of Household and Commercial Waste Bye-Laws and Bye-Laws under the Waste Management Acts and Litter Pollution Acts or amendments to same.
- To maintain accurate records and photographic evidence of offences for the purposes of Court proceedings, to attend court and give evidence when required.
- To observe and report all spillages from motor vehicles/skips on to the public roadway, including inter alia grain, fertiliser, oil, slurry, concrete, and windblown material.
- To maintain watch on specified indiscriminate dumping areas as directed by the supervisor, with a view to compiling evidence towards the prosecution of litter and dumping offenders.
- To investigate complaints, of indiscriminate dumping on private property.
- To investigate calls and complaints received from the public by Cork City Council relating to Cork City Council Wheel Bin Bye-Laws, Segregation and Presentation of Household and Commercial Waste Bye-Laws and Bye Laws under the Waste Management Acts and Litter Pollution Acts or amendments to same.
- To monitor all fly posting, advertising leaflets on cars and graffiti within the City Council area. To contact those responsible for the erection and display of such fly posting etc. for the purposes of having them removed and to take proceedings under the Litter Act against the said offenders.
- To endeavour by persuasion and advice to discourage the disposal of commercial or domestic refuse in street litter bins.
- To promote litter awareness and to discourage the disposal of litter and refuse on the public streets and open spaces by persuasion and advice and seeking co-operation from the public.
- To arrange anti-litter campaigns with Community Associations, Residents Associations and schools etc. as directed by the supervisor.
- To note infringements of Section 52 of the Local Government (Planning and Development) Act 1963, or amendments to this act, with respect to indiscriminate dumping on derelict sites or buildings.

- To inspect the presentation of domestic and trade refuse and recycling waste and ensure that its presentation complies with Cork City Council Bye-Laws and directives.
- To encourage the public to present their refuse in an acceptable manner by advice through the handout of information sheets or through discussion with householders and traders.
- To carry out any other duties required as part of the National Litter Pollution Monitoring Scheme, including surveys, inspections and recording of results.
- To perform all duties required in a courteous and efficient manner.
- To attend training courses as directed.
- To carry out any other duties as may be assigned.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

QUALIFICATIONS

1. **Character**

Candidates shall be of good character.

2. **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.

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For the purpose of satisfying the requirement as to health, it will be necessary for the successful candidate before their appointment to undergo a medical examination by a qualified practitioner to be nominated by the City Council. The medical examination will include a hearing and eye test and will assess that candidates can carry refuse bags of a weight in the region of 15kg - 20kg.

3. Educational Requirements

Each candidate must have a standard of education sufficient to enable them to efficiently carry out their duties, which will include record keeping and report writing.

4. Driver's Licence

Holders of the office will be required to drive a car in the course of their duties and must therefore, hold a full clean driving licence for class B vehicles free from disqualifications. Should you be disqualified from driving you may be subject to an appropriate sanction which may include demotion/suspension or other disciplinary action.

5. Safe Pass Card

Each candidate must have a current Safe Pass card.

6. 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.

Desirable Skills

It would be desirable if each candidate has a proficiency in the use of Information Technology, e.g., Word, Excel, Outlook, Internet, etc as the post will require the use of electronic devices such as a tablet, phone etc.

The ideal candidate will be able to demonstrate a strong ability in the following competency areas: (Please see Competency Framework below, page 10)

- Delivering Quality Work and Services.
- Communicating Effectively.
- Personal Motivation and Initiative.

PRINCIPAL CONDITIONS OF SERVICE

Salary

Salary Scale for the position of Litter Warden is:

€38,632 - €39,032 - €39,451 - €39,895 - €40,022 – €40,470 (max)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) 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.

Hours of Duty

The successful candidate will be required to work 39 hours per week. Candidates may be required to work reasonable overtime and respond to out of hour emergencies for which appropriate overtime rates will be paid. The Council reserves the right to alter hours of work from time to time.

Each Litter Warden will be required to work a 5-day, 39-hour week on a rota system on weekdays including Saturdays. The rota system will afford 1 Saturday off in 7.

Litter Wardens operate on two different start/finish time schedules which is based on their allocated location:

- Northside / Southside: Monday – Friday (start time: 07:15 and finish time: 15:45) and Saturday (start time: 09:00 and finish time 17:30)
- City Centre/Transitional Area: Monday, Friday, and Saturdays (start time: 09:00 and finish time: 17:00) and Tuesday, Wednesday, and Thursday (start time: 09:00 and finish time 17:30)

Starting and finishing time will be subject to job requirements at all times. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

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.

COMPETENCY FRAMEWORK

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 under each of the following specific areas:

Delivering Quality Work and Services

Develops and maintains high standards of service delivery in accordance with operational plans.

- Demonstrates a strong customer service ethos. Takes pride in the quality of service delivered and constantly seeks to improve it.
- Regularly reviews and measures quality of his or her work.
- Contributes ideas and suggestions as to how service activities can be improved.
- Undertakes training as required to continuously improve quality work output.

Communicating Effectively

Recognises the value of and requirement to communicate effectively.

- Listens, clarifies, and checks back to understand someone else's perspective.
- Check understanding rather than making assumptions.
- Makes sure that important information is communicated in a timely way.
- Demonstrates good written and verbal skills where required and has good interpersonal skills.
- Responds in a timely and accurate way to requests for information.

Personal Motivation and Initiative

Is enthusiastic about the role and is motivated in the face of difficulties and obstacles; Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges and responsibilities. Takes the initiative and is proactive in addressing issues.

- Is positively motivated to deliver a quality service to the public.
- Adopts a positive and constructive approach to work.
- Learns from experience and seeks to constantly improve performance.
- Brings enthusiasm and dedication to the work role.
- Takes the initiative when he or she sees the opportunity to make a contribution.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post.

Cork City Council is an Equal Opportunities Employer