



Dun Laoghaire Rathdown County Council



#JOB-2413744

DÚN LAOGHAIRE-RATHDOWN COUNTY ,



Dun Laoghaire Rathdo, Marine Rd, Dun

Laogh, Co. Dublin, A96 K6C9



No of positions : 1



Paid Position



39 hours per week



24.79-26.09 Euro Hourly



18/09/2025



16/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : CAREERS@DLRCOCO.IE



Open your camera
app & point here
to view this ad
online



Assistant Foreperson Cemeteries 011951

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The post holder will be required to carry out all the duties allocated to them by the Council under the direction and

supervision of the relevant Supervisor, which will include but are not limited to:

Managing and supervising the work of any employees who may be assigned to ensure an efficient delivery of service.

Maintenance and control of all grounds, structures, buildings within the Cemetery;

Participation in the PMDS process;

Be responsible for the efficiency of works in the area and to carry out all instructions/inspections and furnish any reports, diaries, records or other particulars described by the Cemetery Supervisor or other Line Manager;

Attendance at meetings and workshops arranged by the Foreperson, Cemetery Supervisor or other Line Manager;

Liaise with funeral directors and the public with professionalism and compassion in a setting involving grieving families;

Co-operating and availing of any new technology and/or systems and/or which may become available to assist in the effective and efficient carrying out of duties or as may be required;

Utilise the Council's Cemetery Management System in accordance with corporate policies and procedures;

Utilise the Council's CRM system (Customer Relationship Management) in accordance with corporate policies and procedures:

Deal with complaints/incidents as may arise and advised through CRM or other channels.

Reply to complaints/incidents through the CRM portal on all platforms as made available;

Ensure that all works being carried out comply with the relevant Safety, Health and Welfare at Work Acts and Regulations, including the completion of Risk Assessments/SSWPs and Accident/Incident forms;

Complying with Health & Safety requirements of the Council and wear/use any safety

equipment/clothing supplied.

Ensure staff they supervise are fit to work, wear the required personal protective equipment for the tasks to be carried out and take appropriate action immediately when these requirements are not met;

Supervise external contractors to ensure works are carried out to the required standards;

Operate in accordance with current best practice requirements in relation to the activities that staff carry out;

Operating a Council vehicle as part of work responsibilities and utilising a mobile phone or other electronic devices when required in accordance with corporate policies and procedures;

Such other duties as may be assigned to them from time to time.

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Customer Service, Manual, Skilled Trade(s)
- **Competency Skills:** Initiative, Labouring, Working on own Initiative
- **Driving Licence:** Full: B