



**Facilities Officer, Maintenance & Grounds
Estates Office
Senior Administrative Assistant II
Fixed Term 5 Year Contract**

Background

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. There is an immediate requirement for a Facilities Officer (Maintenance & Grounds) to supplement the existing Estates Team. While this position is primarily based on the Glasnevin campus the post holder may be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

Reporting to the Facilities & Projects Manager, the post-holder will assist in all aspects of Facilities Management of the University's physical resources and the provision of the various support functions carried out by the Estates Office, across all Campuses, as required. This will be an integral role to enable the Estates Office to meet a new demand with specific responsibility to enable and implement a new facilities management strategy, currently being rolled out, with an emphasis on strategic planning, quality management, risk mitigation and budget management.

Duties and responsibilities

The duties and responsibilities of the position include, but are not restricted to the following activities:

- Assist with the planning and implementation of a new facilities and maintenance strategy currently being rolled out with particular emphasis, on quality management, lifecycle asset investment, risk reduction, budget management and providing leadership where required.
- Assist the Estates Team to review and implement a strategy to ensure appropriate plans are in place to reduce organisational risk and increase resilience in the area of facilities and maintenance management in line with overall University objectives
- Coordinate all day-to-day maintenance and grounds activities with particular emphasis on strategic planning of planned preventative maintenance, grounds maintenance activity and reactive maintenance plans.
- Provide leadership and management a team of 10 personnel including M&E supervisors, Maintenance Supervisors and Grounds team, ensuring work is carried out efficiently while

maintaining required standards and adequate resourcing plans are in place to meet the new demand of a multi campus University.

- Provide Input into the specification writing and the tendering process and to subsequently manage the delivery of the agreed services provided by FM Contractors and their subcontractors, with particular emphasis on ensuring KPI's are tracked, reported and complied with and service level agreement obligations are achieved.
- Assist with the development of an annual maintenance and grounds budget for approval by the Estates Management Team and subsequent day to day management and tracking of a multi-million euro facilities and maintenance expenditure which includes obtaining quotations, and signing off invoices in line with procurement requirements.
- Continuously monitor expenditure ensuring cost control measures are in place to ensure all third party service providers are delivering in line with the requirements of the new multi-campus strategy for facilities and maintenance currently being rolled out.
- Provide Facilities Management control and support on identified contract(s) ensuring efficient and effective implementation to achieve and maintain full contractual compliance.
- Ensure appropriate Contract(s) administration and record keeping is maintained and to audit records with the FM Providers during regular site visits.
- Ensure effective programming of planned preventative maintenance and lifecycle asset and plant investment plans.
- Liaise with the Estates Management Team on procurement, variations and contract changes within the allocated FM Contract(s) to maximise value for money and ensuring compliance with procurement obligations.
- Assist the Estates Management Team in planning and management of minor works and projects from initial briefing to final handover.
- To regularly review controls with the FM Contractors and the Grounds & Maintenance staff to ensure appropriate action is taken where required, e.g. statutory compliance, Health & Safety inspections etc.
- Management of the University Permit to Work System to ensure risk assessments are completed & maintained and to oversee the supervision of contractors or sub-contractors with regards to standard of work & Health & Safety ensuring compliance with relevant Quality, Safety, Health & Environmental standards at all times.
- Work closely with the Estates Projects Team, having input into new building designs to ensure consistency and appropriate standards are tabled for design consideration
- Accept handover of new buildings and refurbishments from the Estates Project Team to ensure seamless operation and business continuity.

Requirements/Qualifications

- Applicants must hold a minimum of a primary degree in a relevant field, in addition to a minimum of three years relevant experience in a similar environment. In addition, the successful candidate ideally should have:
- Demonstrable experience of developing and managing a multi-million euro facilities and maintenance budget, with demonstrable success in implementing cost control and cost reporting strategies.
- Proven experience of implementing facilities and maintenance strategy in a large complex organisation, ensuring risk reduction and quality control measures are in place.
- Proven experience of facilities and maintenance management including demonstrable experience of managing large facilities and maintenance output specification contracts, and associated in house staff and providing leadership in a highly complex environment, with demonstrable success in a similar service environment.
- Experience of maintenance and fault finding on building fabric and a variety of plant and equipment including: Boiler plant, HVAC, pumps, generators, switchgear, wiring & cabling, Batteries, small power & lighting.
- A comprehensive understanding of the facilities and the associated regulatory environment.
- Sound experience and working knowledge of CAFM and BMS Systems.
- Excellent financial, verbal and written communication skills and an ability to positively interact with both internal and external stakeholders.

Salary Scale: €46,513 to €63,251

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant II salary scale in line with current Government pay policy.

Closing date: 10th January 2017

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 456 Facilities Officer, Maintenance and Grounds.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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