



**Estates Maintenance Officer
Estates Office
(Permanent Post)**

Background

Dublin City University (DCU), St Patrick's College, Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI with DCU by September 2016.

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. While this position will be based on the Glasnevin Campus the post holder may be required to provide services at any of the University campuses as required.

Reporting to: Estates Facilities Co-ordinator

Applicants should have a satisfactory level of education and 3 years relevant experience, preferably in a building and/or facilities environment. A full current driving licence is essential.

Duties of the post:

The main duties of the post include general maintenance work, supervision of maintenance and minor improvement works, planning and scheduling of maintenance works, operation & maintenance of equipment, liaison with contractors and supervision of their work.

Responsibilities:

- To undertake maintenance tasks as required by the Estates Office.
- To effectively supervise maintenance staff & contractors.
- To supervise maintenance and minor improvement works to achieve the required standards.
- To plan and schedule maintenance work to ensure that targets are met.

- To prepare where appropriate written reports and recommendations on all matters relating to maintenance.
- To maintain adequate records of all maintenance and minor improvement works.

- To provide advice to the Estates Office on all maintenance matters including the purchase of new equipment.
- To operate appropriate equipment as required in a safe manner.
- To maintain equipment as required.

Informal enquiries to:

Gerard McEvoy, Dublin City University, Dublin 9.

E-mail: gerard.mcevoy@dcu.ie

Tel: **01 7005561 / 5142**

Please do not send applications to this email address, instead apply as described below.

Salary Scale: Buildings Maintenance Officer - €653.52 - €695.03

Closing date: 13th May 2016

Application forms are available from: www.dcu.ie/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref # 312 Estates Maintenance Officer

Applications should be submitted by email to hr.applications@dcu.ie or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer