



**Assistant Facilities Officer  
Estates Office  
Administrative Assistant (Grade IV)  
Fixed Term 3 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 a requirement for an Assistant Facilities Officer to supplement the existing Estates Team.

The post holder will be required to provide services at any of the University campuses including travel between campuses to carry out duties and training as the need arises.

Reporting to the Head of Estates or his nominee, the post-holder will assist in all aspects of the 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.

**Duties and Responsibilities**

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

- Assist with the planning of new facilities and maintenance strategies.
- Assist in coordinating day-to-day maintenance with particular emphasis on planned preventative and reactive maintenance tasks.
- Assist Facilities Officer's in managing their facilities teams ensuring tasks are carried out efficiently.
- Provide input into tendering and report writing with particular emphasis on ensuring KPI's are tracked, reported and complied with.
- Assist with the development of annual maintenance budgets for approval by the Estates Management team and subsequent day-to-day management and tracking of expenditure which includes obtaining quotations in line with University procurement requirements.
- Assist the Estates Management team in the planning and management of minor works and projects
- Assist with 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 the standard of work and relevant health & safety functions.

## **Requirements/Qualifications**

Applicants must hold a relevant NFQ Level 6 qualification in Building Services, trade electrical and/or mechanical disciplines. The ideal candidate will have no less than three years relevant experience in a similar environment.

In addition, the successful candidate ideally should have:

- Demonstrable experience of managing maintenance budgets.
- Technical experience in maintenance and fault finding on a variety of plant and equipment including: MV/LV Switchgear and systems, boiler plant, HVAC, pumps, generator, wiring & cabling, batteries, small power & lighting systems and Fire Alarm systems.
- A comprehensive understanding of the facilities and the associated regulatory environment.
- Sound experience and working knowledge of CAFM and BMS Systems.
- Financial, verbal and written communication skills and an ability to positively interact with both internal and external stakeholders.

## **Competencies required for this post are:**

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU
- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.
- **Problem solving and Decision-Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.
- **Teamworking:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively within the team, to the need for change.

**Salary Scale:** € 34,625 to €51,750

Appointment will be commensurate with qualifications and experience, also in line with current Government pay policy.

**Closing date:** 29<sup>th</sup> August 2017

## **Informal Enquiries:**

Informal enquiries may be addressed to Mr. Michael Woods, Facilities Officer. Email: [michael.woods@dcu.ie](mailto:michael.woods@dcu.ie)  
Please do not send applications to this email address, instead apply as described below.

## **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 580 Assistant Facilities Officer.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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](mailto:hr.applications@dcu.ie)

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