



**Technical Services Manager  
Estates Office  
Admin I  
Permanent**

**The Role**

Reporting, to the Head of Estates or his/her nominee, the post-holder will assist in all aspects of the management of the campus physical resources and the provision of the various support functions carried out by the Estates Office as required with a focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity. The successful post holder will have responsibility to implement the current technical services strategy with an emphasis on facilities engineering & technical services, project management, statutory building compliance, quality management, risk mitigation and budget management.

**Main Duties and Responsibilities**

The main duties and responsibilities of this role will include but not be limited to the following:

1. Technical responsibility for the operation and maintenance of building, engineering and facilities services across all campuses including management of relevant staff and associated budgets
2. Oversee the day to day responsibilities of the Estates Office to ensure campus facilities achieve statutory compliance and are fit for purpose, engaging and managing relevant third parties where necessary
3. Oversee the preparation, alignment, implementation and procurement of Facilities Planned Preventative and Reactive Maintenance service level contracts across all campuses
4. Oversee the analysis and design layout of campus and buildings utilities distribution, water, foul and gas infrastructure systems across all campuses
5. Support and lead where required, the project management of agreed Building, Research, Facilities, Maintenance and Refurbishment Works
6. Manage safe work plans, emergency response plans and mitigation plans, including business continuity and critical supplier identification and mitigation
7. Oversee and ensure various required tests on building systems, make necessary recommendations and implement changes to plans where required

8. Anticipate difficulties and technical faults, especially those arising from phasing, variations, commissioning, and ensuring that where necessary these are either resolved directly or brought to the notice of the Estates Senior Management, for decisions
9. Ensure appropriate campus infrastructure and technical services plans are in place to enable progression of the current DCU Campus Development Plan
10. Oversee the development and management of the Estates facilities budget in conjunction with senior management, produce regular reports to ensure service level agreements and contracts are being carried out in line with agreed budgets and standards.
11. Supervision of reporting staff and contractors relating to day-to-day technical services
12. To keep up-to-date of all changes and amendments to statutory legislation and mandatory requirements relating to the safe and effective maintenance and operation of building services and installations
13. Work with the wider Estates Management team to ensure Campus and Facilities compliance to include, Health and Safety, Risk Analysis, Policy Provision, Emergency Planning, Fire and access, and best practice associated with the management of Buildings and Facilities including listed buildings
14. Liaise with internal and external stakeholders, including external utility providers and local authorities to ensure operational requirements are included in all building interruption and infrastructure connection plans
15. Liaise with external contractors, surveyors, engineers, architects and other construction professionals on an ongoing basis
16. To establish good working relations with university staff and senior stakeholders and to participate in user group meetings and workshops as required
17. Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and University.

### **Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

**Salary Scale:** € 51,992- € 73,828 (Administrator 1)

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

**Closing Date: 25 October 2019**

### **Informal Enquiries**

Informal enquiries may be addressed to Mr. Stephen Toomey at [stephen.toomey@dcu.ie](mailto:stephen.toomey@dcu.ie), tel: +353 (01)7005174

*Please do not send applications to this email address, instead please apply as directed 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.

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

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