



Dublin City University
Estates Office
Security Services Operative Grade I
(Up to Five year contract)

The Estates Office is responsible for the building program and for providing various services to the University including the maintenance of buildings and grounds, portering/security, general services and the provision of health and safety.

Applicants should have a satisfactory level of education, at least one year's relevant experience and hold a full current driver's license. Security experience will be an advantage.

The position requires a flexible approach to work as the duties of Security Services Operatives change in line with the needs of a rapidly growing University. At present these duties include:

- Distribution and franking of all University post.
- Patrols of buildings and grounds.
- Inspection of classrooms, toilets and other areas.
- Locking/unlocking doors and buildings
- Moving equipment and furniture.
- Operation of CCTV system.
- Setting up rooms for functions etc.
- Enforcement of parking regulations, including clamping/unclamping vehicles, staffing the front desk in the car park and patrolling car parks as directed by the Security Services Superintendant.
- Administration of lost property.
- Administration of student lockers.
- Enforcement of no smoking regulations
- Administration of goods inwards
- Deliveries to schools/units.
- Investigation and reporting of crimes

- Liaison with An Garda as needed.
- Liaison with contractors and suppliers as needed
- Dealing with day-to-day matters relating to safety and fire prevention.
- Security and traffic control for events, e.g. Graduation.
- Distribution of keys.
- Organisation of stores.
- Checking and clearing University notice boards.
- Other duties as directed by the Estates Office.

Closing date: 15th May 2015
Salary scale: €25,905.82 - €30,065.74

Application forms are available from:

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

Dublin City University is an equal opportunities employer