



Building Maintenance Supervisor

Estates Office

Contract up to January 2019

Background

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

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 St Patrick's Campus the post holder may be required to provide services at any of the University campuses as required.

Reporting to:

Estates Facilities Officer, Glasnevin Campus

Qualifications and Experience

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:

- Undertake maintenance tasks as required by the Estates Office.
- Effectively supervise maintenance staff & contractors.
- Supervise maintenance and minor improvement works to achieve the required standards.
- Plan and schedule maintenance work to ensure that targets are met.
- Prepare where appropriate written reports and recommendations on all matters relating to maintenance.
- Maintain adequate records of all maintenance and minor improvement works.
- Provide advice to the Estates Office on all maintenance matters including the purchase of new equipment.
- Operate appropriate equipment as required in a safe manner.
- Maintain equipment as required.
- Investigate maintenance requested logged on the Estates Helpdesk , assign tasks to external contractors and follow up as appropriate.

Salary Scale: €680.65 - €722.78 (per week)

*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: 29th January 2018

Informal Enquiries:

Informal enquiries may be addressed to Mr. Michael Woods. Phone: 01-7005039.

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 #772 Building Maintenance Supervisor

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: hr.applications@dcu.ie

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