



Facilities Coordinator, Maintenance & Grounds– Grade V

Estates Office

(Up to 5 Year Fixed Term Contract)

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. In addition, DCU has recently completed the purchase of the All Hallows campus (AHC) in Drumcondra which dates back to the 18th Century.

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 an immediate requirement for a Facilities Manager (Maintenance & Grounds) to supplement the existing Estates Team. While this position is primarily based on the Glasnevin campus the post holder may be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

Reporting to the Facilities & Projects Manager, the post-holder will assist in all aspects of 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 main duties and responsibilities of this role will include but not be limited to the following:

- Coordinate all day-to-day maintenance and grounds activities including planned preventative maintenance, grounds maintenance activity & reactive maintenance requests
- Manage a team of 10 personnel including M&E supervisors, Maintenance Supervisors and Grounds team, ensuring work is carried out efficiently while maintaining required standards
- Provide Facilities Management control and support on identified contract(s) ensuring efficient and effective implementation to achieve and maintain full contractual compliance
- Input into the specification writing and the tendering process and to subsequently manage the delivery of the agreed services provided by FM Contractors and their subcontractors, ensuring

KPI's are tracked, reported and complied with and service level agreement obligations are achieved

- Day to day management and tracking of a large maintenance and grounds budget, including obtaining quotations, signing off invoices and recharges to campus companies
- Continuously monitor expenditure ensuring cost control measures are in place and prepare and present an annual FM budget for approval by the Estates Management Team
- Ensure appropriate Contract(s) administration and record keeping is maintained and to audit records with the FM Providers during regular site visits.
- Ensure effective programming of planned preventative maintenance and lifecycle plant investment works
- Liaise with the Estates Management Team on procurement, variations and contract changes within the allocated FM Contract(s) to maximise value for money
- Assist the Estates Management Team in planning and management of minor works and projects from initial briefing to final handover
- To regularly review controls with the FM Contractors and the Grounds & Maintenance staff to ensure appropriate action is taken where required, e.g. statutory compliance, Health & Safety inspections etc.
- Management of 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 standard of work & Health & Safety
- Work closely with the Estates Projects Team, having input into new building designs to ensure consistency and appropriate standards are tabled for design consideration
- Accept handover of new buildings and refurbishments from the Estates Project Team to ensure seamless operation and business continuity
- Ensure compliance with Quality, Safety, Health & Environmental standards in all aspects of responsibilities
- 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.

Requirements/Qualifications

Mechanically or electrically qualified or have a relevant qualification aligned to Facilities Management, and a demonstrable record of continuous personal development within the industry

Experience of maintenance and fault finding on a building fabric and a variety of plant and equipment including;

- Boiler plant, HVAC, pumps, generators, switchgear, wiring & cabling
- Batteries, small power & lighting

- Proven experience of Facilities Management to include experience of large contracts in a highly complex environment, with demonstrable success in a similar service environment and capable of delivering contractual compliance in line with FM contract requirements
- A detailed operational understanding of lifecycle management
- Not less than five years post-qualification experience of Facilities Management in a large organisation
- A comprehensive understanding of the facilities and the associated regulatory environment.
- Sound experience and working knowledge of CAFM and BMS Systems
- Excellent financial, verbal and written Communication skills and an ability to positively interact with both internal and external stakeholders

Salary Scale: € 45,452- € 54,974 (Grade V)

Closing date: 24th October 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

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.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #402 Facilities Coordinator, Maintenance & Grounds

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

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