



**Dublin City University
Estates Office
Groundsperson
Permanent 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 a Groundsperson to supplement the existing Estates Team to manage a new demand across a new multi campus organisation consisting of 75 buildings on 5 campus locations extending to 250,000m². While this position is primarily based on the St Patrick's campus 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 from time to time as the need arises.

Reporting to the Head of Estates or nominee, the post holder will have responsibility to carry out specific day to day grounds maintenance and general operative tasks on the St Patrick's campus including waste management, general landscaping, recycling and assisting the local maintenance and security teams in the management of external service providers

Duties & Responsibilities

1. General cleaning and keeping tidy the campus including sweeping, window cleaning etc.
2. Collection of litter when appropriate e.g. collection of litter bags from etc
3. Liaising with local Recycling service provider in relation to collection of skips etc
4. General Landscape Maintenance.
5. Assisting the maintenance staff as required by the Facilities Officer
6. Ensure internal areas are kept clean and tidy
7. Ensure recycling of cardboard and other materials on an ongoing basis
8. Driving the local fleet van when required
9. Co-Operation with the Security Team on an ongoing basis

10. Available for on call duties as required
11. Any other duties that may be assigned from time to time

Requirements:

Candidates for the post should have a minimum of three years relevant experience and have a full clean driving license. The position requires a flexible approach as the duties of this post may change in line with the needs of an expanding environment. Basic computer skills are required and knowledge of building maintenance systems would be an advantage.

Salary Scale: €29,167 to €30,431.

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

Closing date: 9th January 2018

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 711 Groundsperson

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: Insert hr.applications@dcu.ie

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