



JOB DESCRIPTION

Building Maintenance Supervisor Estates Permanent

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

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 Glasnevin Campus the post holder may be required to provide services at any of the University campuses as required.

Role Profile

The main duties of the post include carrying out of various building related inspections, delivery of general maintenance work, liaison and supervision of maintenance and minor improvement works by internal/external contractors, planning and scheduling of maintenance works by internal/external contractors, operation & maintenance of relevant equipment as required.

This role will report to the Estates Facilities Officer.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- To carry out and record various inspections as required relating to building condition;
- To create maintenance work requests subsequent to building condition inspections and ensure their timely and satisfactory delivery;
- To undertake various maintenance tasks and inspections as required by the Estates Office;
- To effectively supervise selected external maintenance staff & building contractors as required;
- To supervise maintenance and minor improvement works to achieve the required standards;
- Liaise with stakeholders where necessary to assist with the planning and scheduling of maintenance works;
- To prepare where appropriate written reports and recommendations on all matters relating to maintenance;
- To maintain adequate records of all maintenance and minor improvement works;
- To provide advice to the Estates Office on all maintenance matters including the purchase of new plant and equipment;
- To operate appropriate equipment as required in a safe manner;
- To maintain selected equipment as required;
- To investigate maintenance requested logged on the Estates Helpdesk and follow up as appropriate;
- To engage with various building management systems to diagnose and rectify building maintenance issues;
- To attend various training courses relevant to the role as required.

Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates office and University. The post holder can be assigned to any campus in line with demand.

Qualifications and Experience

- Applicants should have a satisfactory level of education;
- 3 years relevant experience, preferably in a building and/or facilities environment;
- A full current driving licence is essential.

Mandatory Training

The postholder 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.