



General Facilities/Maintenance Person Job Description & Terms and Conditions of Employment

JOB DESCRIPTION

Job Title and Grade	General Facilities/Maintenance Person
Department	Facilities
Type of Contract	Permanent
Hours of Work	39 hours per week
Location	St. Patricks Missionary Society, Kiltegan, Co. Wicklow
Reporting Relationship	Director of Care or to a suitably nominated person.
Purpose of the Post	To undertake duties that are associated with maintenance of the SPMS House and Offices.
Roles and Responsibilities	<p>General Maintenance Duties</p> <ul style="list-style-type: none"> • Ensure the efficient operation and effective maintenance of all buildings and services within the remit of the Maintenance Department. • Liaise with all trade staff, general operatives and associated trades engaged in the maintenance, repair and alteration of services. • Supervise and control of external/internal contractors i.e. mechanical, electrical and civil, engaged in works by the Society. • Keep the Line Manager and other designated Managers informed on a planned basis, in relation to energy consumption, plant performance, energy conservation, planned preventive evaluation, trades performance and standards. • Support the department by contributing to the set up and implementation of planned maintenance programmes and preventative maintenance programmes, highlighting areas which need corrective attention. • Prepare walls and other surfaces for decoration, upkeep, repair (including attending to cracks and varnishing). • Be familiar and comply with the requirements of the Health & Safety Act 2005 and ensure that his/her staff work in a safe manner.



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	<ul style="list-style-type: none"> • Be responsible for the safe custody, maintenance and satisfactory working order of all tools, plants and appliances, including maintenance vehicles in use in the various workshops and other departments under his/her control. • Assist with testing of all fire detection equipment and firefighting equipment in association with the Fire and Safety Officer. • Undertake a range of minor plumbing work working in a team or autonomously, adhering to quality standards and agreed timescales. • Carry out the installation and fabrication of fitted presses, cupboards and shelving. • Carry out first and second fixing for minor building work • Carry out fault-finding and repairs i.e. roof leaks • Support the department in light electrical work eg TV/Lighting/maintenance of equipment • Assist other trades when required with maintenance duties, such duties will be assigned to you by your line manager. • Be familiar with new technology and be prepared to participate and cooperate in such training courses considered appropriate by SPMS Management. <p>The foregoing should not be considered as an exhaustive list of roles and responsibilities and may be altered in consultation with your Line Manager.</p>
<p>Qualifications/Work Experience</p>	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Achieved a recognised QQI trade qualification for example in one of the following carpentry, painting or plumbing. • Has at least 2 years work experience as a general facilities/maintenance person in a similar environment. • Ability to use Microsoft Office particularly Outlook/Word/Excel. • Candidates must possess a Full Unendorsed Drivers Licence. <p>Desirable</p> <ul style="list-style-type: none"> • Safe Pass in date or willing to undertake the training within a specific timeframe.



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<p>Person Specification</p>	<ul style="list-style-type: none"> • Demonstrates knowledge /skill relating to the operation, risks and safety precautions associated with: <ul style="list-style-type: none"> Chemical Handling Noise Protection Manual Handling Working at Heights • Experience in the maintenance of buildings and associated plant machinery and equipment. • Demonstrate evidence of experience and ability to perform hands-on maintenance repair work on buildings and can use the appropriate equipment and/or tools to undertake such tasks. • Demonstrate a working knowledge of current regulations regarding building, fire, electrical, and gas installations. • Demonstrate awareness of relevant standards policies and legislation for example Health and Safety, • Demonstrates a general knowledge of Building Management Systems. • Demonstrate how to effectively handle multiple tasks. • Demonstrates good communication skills both written and verbal.
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I hereby acknowledge the duties contained in the above job description.

Signature _____

Date _____

Signature _____

Date _____

HR Manager