Dublin City University
DCU Innovation Campus
Facilities Manager
(12-month contract)

Dublin City University is seeking to appoint a Facilities Manager for an initial twelve month full time contract. The successful candidate will be expected to successfully manage the new DCU Innovation Campus in Glasnevin.

Reporting to the Estates Office, the candidate will be qualified ideally to degree level or equivalent in a property related discipline and will have at least ten years' experience in a similar facilities role. Expert knowledge in the area of facilities management, large scale fit-out & refurbishment works, mechanical & electrical services, building, controls, energy management systems and site infrastructure will be required, along with excellent communication and interpersonal skills.

Duties will include:

- Management of the site and associated buildings, assisting in the overall planning and decision-making for maintaining the safety, utility and appearance of the site and its facilities.
- Issue Permits and supervise the work of external contractors and inspect for completion of the associated works.
- Manage both Reactive and Planned Preventative Systems Maintenance.
- Operate and Manage the BMS and associated Control Systems.
- Manage all Hard and Soft FM Services, including Security, Data-Comms, Phones, Car Parking, Grounds, Cleaning & Waste Management.
- Asset and Life Cycle Management.
- Maintain a building keying system and master keying record of all keys issued and retrieved from staff, tenants and contractors.
- Develop plan for 24/7 coverage relating to building usage, custodial, grounds, maintenance, safety, security and emergencies.
Management of works needed to bring buildings that are to be retained on the site up to a compliant standard that allows them to be offered to prospective tenants for occupation.

Management of works to subdivide services, both infrastructural and within buildings.

Management of works to upgrade site infrastructure (water, gas, oil, district heating, electrical distribution etc).

Management of works to make retained buildings compliant with good practice and University policy relating to energy use and the National Energy Efficiency Action Plan (NEEAP)

Management of the demolition of buildings not being retained and subsequent ground works, construction of car parks etc.

Ensuring regulatory compliance on the site including planning compliance, fire and access compliance, general safety compliance and safe removal of any hazardous substances.

Management of consultants and contractors carrying out the above functions.

Close liaison with the University on a day to day basis and regular formal reporting.

Close liaison with incoming tenants and management or approval of all proposed fit-out works.

Liaison with insurers.

Management of upgrades to fire alarm systems, intruder alarm systems, CCTV & access control systems.

Management of the maintenance phase of works that will follow initial takeover works to include management of maintenance (reactive and PPM), security, cleaning, grounds works and energy.

Facilities records management.

General Housekeeping.

Budgetary management and control of the cost of works and services, including procurement of works and services including all facilities management services.

Any other duties that may be required.

Salary Scale: €46,513 - €63,251
€41,861 - €56,926*

* Applies to new entrants to the public sector after 1st January 2011

Application Procedure:
Application forms are available at: http://www4.dcu.ie/hr/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (0)1 7005149 Fax: (0)1700 5500 Email: hr.applications@dcu.ie

Closing Date: Friday 5th April 2013

Dublin City University is an equal opportunities employer.