





## **MAINTENANCE OFFICER - FULL TIME**

### **SPECIFIC PURPOSE CONTRACT - BANTRY**

We have an exciting opportunity for a Maintenance Officer to join our team on a full time basis. The role is a specific purpose contract of a minimum of 12 months and may be extended. The successful candidate will demonstrate:

- 5-7 years relevant experience in a similar role
- Full Drivers Licence
- Knowledge and understanding of the Work Health and Safety Act and Risk Management principles.
- Sound knowledge of a broad range of maintenance tasks
- Experience in working in an organisation with varied facilities and maintenance requirements
- Experience in working both independently and in a team environment
- General maintenance skills
- Demonstrated safe manual handling skills
- Sound oral communication and interpersonal skills that enable positive working relationships
- An eye for detail and high expectations and standards in regard to quality and cleanliness.
- Intermediate level capabilities in the use of information technology including Word, Excel, Outlook, databases and other online systems

**Closing Date: 28th March,**

Employee benefits, full job description, eligibility criteria and application form are available at [www.coaction.ie](http://www.coaction.ie) or email in confidence to [closul@coaction.ie](mailto:closul@coaction.ie) for any enquiries. CoAction is an equal opportunities employer.

## Maintenance Officer Job Description

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Project Manager. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

**Reporting to:** Project Manager

**Base:** Slip, Bantry with responsibility for all areas of service within CoAction West Cork CLG

**CoAction West Cork CLG** (*hereafter CoAction*) provides a wide range of community-based day, residential, respite, multi-disciplinary services, home support and outreach supports and services to children and adults with an intellectual disability with and without autism, and their families, throughout West Cork. As Lead Agency, CoAction also provides multi-disciplinary services to children with complex needs. The supports and services we provide are underpinned by CoAction's Vision, Mission, Core Values and Strategic Plan, which together aim to enable people we support realise their dreams and ambitions. CoAction is also an Approved Housing Body (AHB).

### Overall Purpose of Position

Carrying out minor repairs to the fabric of the CoAction premises and their daily duties as required and ensuring all maintenance checks are completed in a timely manner.

The successful candidate will provide advice, assistance and guidance regarding all related facilities/buildings, transport, maintenance, and health & safety matters. They will be responsible for ensuring that CoAction complies with all legislation, regulations, and best practice guidelines.

The person appointed will be flexible in their approach, have initiative, excellent communication skills, have the ability to plan and prioritise work and be a strong team player. The role will interact with a broad cohort of staff within CoAction including managers, leaders and coordinators in each area and maintain links with the Project Manager and Senior Management Team.

### Key Responsibilities (Non Exhaustive list)

#### General

- The person appointed will have a reasonable working knowledge of all building trades, carpentry, and plastering, block laying, concreting and painting
- General knowledge of electrical, plumbing, carpentry and must be able to carry out emergency repairs within his/her competence and report all breakdowns to the appropriate person.
- Working to Maintenance email Request Forms.
- Provide emergency cover outside of normal working hours if required
- Participate in any standby, shift or rota system as well as any overtime or after hours worked as required and as deemed necessary by the Maintenance Officer
- To fulfil the role of Semi-skilled labourer and assist other trades when required
- To participate in the 'clean as you go' policy of the Maintenance Department
- Complete daily activity records via designated administration and computer system
- Complete other duties as designated in line with the performance of the role

## **Health & Safety**

- Use protective clothing and equipment as necessary during the course of duty.
- Ensure all equipment is used, stored and maintained correctly.
- Ensure work practices in accordance with Health and Welfare at Work Act 1989 and 1985, the *Safety, Health and Welfare Act 2005*, General Application Regulations 2007, and observe all other Safety Procedures currently in force.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc., and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

## **Maintenance**

- Carry out repairs and maintenance tasks on a range of equipment, furniture, buildings and facilities.
- Pro-actively identify maintenance and repair tasks needed and carry out the necessary maintenance or report for action by others.
- Carry out checks and inspections as necessary to ensure equipment is safe, reliable and well maintained.
- Remove (where possible) and report any safety hazards.
- Minor building construction
- Electrical testing and tagging of individual pieces of equipment or bring to the appropriate attention any testing and tagging required.
- Carry out minor plumbing repairs when requested on pipe work and sewer lines etc.
- Checking fire alarms and fire extinguishers, read electric and water mains meters and keep a record of same if required.
- Deal with sewer lines and attends to blockages in the sewer system
- To clean and repair gutters and down pipes
- To fix items into the ground such as bins, bicycle racks etc.
- Carry out minor preventative maintenance as required and assist Craftsmen as required
- Weekly water flushing on all taps, showers and recording same when required
- Waste and special waste from its point of origin, transportation and storage at the waste depot when required.

## **Buildings**

- Hands on ability to work with power tools to complete semi-skilled works such as replacement of wall and floor tiles, hang pictures, frames, etc, putting up shelving, and hanging wall units.
- General concrete work
- Installing new and repairs to false ceilings
- Tiling to wall and floors
- Fitting white rock plastic sheeting to walls
- Fitting wall protection made from metal, plastic or wood
- Repairs to plaster board wall including fitting of plaster board sheeting
- Applying a sealer coat such as an emulsion to walls and ceiling after plastering
- Painting small areas as required
- Mixing of all materials for use in concrete work as required
- Assistance to other trades for health and safety purposes
- Minor repairs to vinyl floor covering

- To bore holes through masonry walls as required
- Repairs to flat roofs
- To fit thermal insulation to wall, ceilings, roofs, pipe work and ductwork

### **Grounds**

- Mowing, minor pruning / cutting, weeding, weed spraying and similar garden functions.
- Carry out a range of cleaning tasks including the clearing of cobwebs, pressure cleaning roadways and paths, sweeping and window cleaning, as well as collecting and removing litter.
- Ensure the proper and safe use and storage of all materials, chemicals, consumables and gardening equipment.
- Responsible for upkeep of the grounds and buildings of all CoAction property and surrounding areas.
- Perform landscaping duties such as mowing grass, hedge trimming, weeding, and spraying as required.
- Salting and gritting of roadways and paths during inclement weather.
- Repairs to foot paths, paving areas and roads.
- Lay new foot paths as required
- Carry out repairs to manholes, build and raise manholes if required
- Installation and repairs of road signs
- To transport goods and materials as required by all means
- To create access holes to underground services

### **Other**

- Support with a variety of security duties that involve using and maintaining the CoAction security systems
- Conduct and document regular inspections to ensure Work Health and Safety compliance
- Communicate and liaise with a wide range of personnel including external contractors and tradespersons in relation to damage to facilities and repair and maintenance to the premise
- Comply with relevant legislation, policies and procedures, applicable to the role
- Drive CoAction vehicles as required
- The successful applicant may be required to undertake training that may be deemed necessary by the management to enhance his/her ability.

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*The above description is intended to give a broad outline of the post only. It is neither inclusive nor definitive. This is an evolving post and the description will be reviewed in line with appropriate timeframes. The postholder will be given as much notice as possible of any significant changes.*

### Maintenance Officer Person Specification

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<ul style="list-style-type: none"> <li>5-7 years relevant experience in a similar role</li> <li>Full Drivers Licence and own transportation is essential for the role</li> <li>Knowledge and understanding of the Work Health and Safety Act and Risk Management principles.</li> <li>Sound knowledge of a broad range of maintenance tasks</li> <li>Experience in working in an organisation with varied facilities and maintenance requirements</li> <li>Experience in working both independently and in a team environment</li> </ul>	<ul style="list-style-type: none"> <li>Trade qualification/background</li> <li>Current first aid certificate</li> </ul>
<b>Skills, Competencies &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>General maintenance skills</li> <li>Demonstrated safe manual handling skills</li> <li>Sound oral communication and interpersonal skills that enable positive working relationships</li> <li>An eye for detail and high expectations and standards in regard to quality and cleanliness.</li> <li>Intermediate level capabilities in the use of information technology including Word, Excel, Outlook, databases and other online systems</li> <li>Use general power tools, ride-on lawnmower, leaf blower etc, in a safe manner.</li> <li>Manage a variety of tasks simultaneously and work under pressure.</li> <li>Be reliable, punctual and flexible.</li> <li>Demonstrate initiative in undertaking various tasks.</li> <li>Maintain confidentiality.</li> <li>Proven knowledge of legislation and compliance issues relevant to the role</li> <li>Demonstrate knowledge of the construction, repair and maintenance of buildings and transport</li> <li>Demonstrate knowledge of statutory obligations relating to maintenance</li> <li>Sound knowledge of current Health and Safety legislation</li> <li>Proven ability to prioritise and plan the different areas of the work in order to meet prescribed deadlines</li> <li>Follows instructions, responds to management direction while taking responsibility for own actions</li> <li>Knowledge of Working at Height regulations (2005) and able to Work at Height</li> <li>Demonstrates working knowledge and use of Permit to Work Systems, Method Statements and Risk Assessments to carry out all Maintenance tasks in a safe manner</li> </ul>	

*The successful candidate will also be required to undertake any other training in the future, relevant to the role as may be required from time to time*