

**Maintenance Manager**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Maintenance Manager**  *(Grade Code 5070)* |
| **Campaign Reference** | NRS14813 |
| **Closing Date** | 12 noon on Wednesday, 16th July 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent and whole time position available in the Engineering Department, Cherry Orchard Hospital, Ballyfermot, Dublin 10  A panel may be created on foot of this campaign for **the Capital & Estates Department, Dublin Mid-Leinster,** from which current and future permanent and specified purpose vacancies of full-time or part-time duration may be filled. |
| **Informal Enquiries** | Terry Maher – Engineering Officer  Tel: 087 3965324  **email:** [terry.maher@hse.ie](mailto:terry.maher@hse.ie) |
| **Details of Service** | The Engineering Department manages the development and maintenance of facilities in the South Dublin and Leinster areas. This involves all premises and their associated building fabric, mechanical systems, electrical systems, security systems/communication systems and grounds/landscaping.  The facilities are managed in a manner that ensures a safe working environment for patients and staff. National regulations and best practice are employed to ensure that the highest standards of engineering are achieved.  The Engineering Department works closely with HSE staff to ensure that optimal conditions are created for patient care.  The Engineering Department consists of Engineering Officer, Maintenance Managers, Foremen, Craftsmen, General Operatives, Gardeners and Administration personnel.  A team based approach to the work is adopted and all aspects of the service are performed by all staff*.* |
| **Reporting Relationship** | The Maintenance Manager shall report to the Engineering Officer, or other such Officer designated by the Manager. He/she shall supervise Foreman, Craftsmen, General Operatives, and contracted Service Providers as required for the delivery of service.  The Maintenance Manager shall co-operate and liaise as necessary with Department Heads, Medical Staff, Health and Safety Officer, Fire Officer, HSE Projects Staff etc. |
| **Key Working Relationships** | The Maintenance Manager shall co-operate and liaise as necessary with Department Heads, Clinical Staff, Health and Safety Officer, Fire Officer, HSE Projects Staff etc. |
| **Purpose of the Post** | To manage the development and maintenance of the facilities in premises in the South Dublin / Leinster area. He/she shall supervise Foreman, Craftsmen, General Operatives, and contracted Service Providers as required for the delivery of service |
| **Principal Duties and Responsibilities** | **Professional / Technical**  *The Maintenance Manager will:*   * Be responsible for the management and supervision of contracted service providers. * Manage the maintenance, repair, upkeep and decoration of all buildings and building services. * Manage the repair and upkeep of all boundary walls, fences, roadways, footpaths, rounds and site services. * Manage the development and implementation of comprehensive maintenance and preventative maintenance programmes for buildings, plant, building services and equipment, utilising the best available practices and exploring advances in information technology. * Manage water usage: implement, manage and maintain water management systems. * Manage environmental issues: implement, manage and maintain environmental management systems. * May be required to supervise works on specific capital projects from time to time. * Work with the Engineering Officer in the procurement of goods, services and capital works relating to maintenance issues. * Act as Project Supervisor Design Stage or Project Supervisor Construction Stage as appropriate for maintenance and minor capital works. * Monitor staff performance in accordance with HSE policies Implement and manage emergency call-out systems and record all maintenance activities in a professional manner. * Arrange maintenance contracts for specialised plant, services and equipment in his/her area, supervise the work of the maintenance contractors and certify completion of work before payment is processed. * Prepare feasibility reports, estimates, tender documents (drawings, specifications and contract conditions), obtain tenders, arrange contracts, supervise construction and commission approved minor capital and major maintenance works in compliance with procurement regulations. * Prepare reports and maintain records on the progress of the works. To certify monies due to contractors for the works. * Implement quality improvement programmes in his/her area of responsibility * Perform such other duties appropriate to the office as may be assigned to him/her from time to time by the Engineering Officer.   **Finance/Budgeting**  *The Maintenance Manager will:*   * Be accountable for the expenditure of any budgets assigned to him/her. He/she may be assigned from time to time, budgets in respect of minor capital works and shall be responsible for procurement and execution of same.   **Education & Training**  *The Maintenance Manager will:*   * Ensure staff participate in training and courses relevant to their role and as assigned by management.   **Administration**  *The Maintenance* *Manager will:*   * Verify satisfactory completion and value for money in relation to invoicing for maintenance works and contracts. * Ensure compliance with the Prompt Payments Act in relation to invoicing. * Record all maintenance activities in a professional manner. * Maintain records associated with staff, timesheets, verify travel & subsistence claims, work requisitions, work in progress etc. * Be involved in the development of safety statements. * Ensure all policies, procedures, protocols and guidelines in addition to risk assessments, are updated and reviewed as required. * Ensure value for money in purchasing of materials and awarding of contracts in line with HSE procurement policy.   **Health & Safety**  *The Maintenance Manager will:*   * Maintain and manage life safety systems at facilities under his/her remit. This will include emergency fire alarm systems, emergency lighting and exit systems and firefighting equipment systems. * Have a working knowledge of Health & Safety Legislation, including the Safety, Health & Welfare at Work Act (2005), Safety, Health & Welfare at Work (General Application) Regulations (2007) (SI 299), construction regulations 2013(SI 291) and good practice relevant to the role of Maintenance Manager as it applies to the Health Service Executive. Ensure that all staff under his/her remit are aware of the Health Service Executive’s policies in relation to Safety, Health and Welfare at work legislation and that the relevant policies are adhered to. * Ensure compliance with the Safety Health and Welfare at Work (Construction Regulations 2013) in relation to maintenance and minor capital works. * Assist in carrying out annual safety audits in areas under his/her remit at the direction of the local Health & Safety Officer and assist on the updating of the relevant safety statements and procedures. * Liaise with the local Health and Safety Officer on all matters relating to the Safety, Health and Welfare at work. * Undertake further training in relation to Health & Safety Construction Regulations as required. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have and maintain 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application**:   1. **Professional Qualifications, Experience etc.** 2. Hold a third level qualification to a minimum standard of a Higher Certificate (Quality and Qualifications Ireland (QQI) Level 6) in a building discipline or relevant engineering discipline.   Or   1. Have successfully served a recognised apprenticeship of not less than four years and qualified as a Craftsman as recognised by the Irish Standards Authority ETB (Education and Training Board)   Or   1. Hold a qualification at least equivalent to (i) or (ii) above   And   1. Have 5 years’ satisfactory post qualification / apprenticeship experience of maintaining industrial and domestic type buildings, of which 2 years’ experience must be in the management of a small maintenance team. 2. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of supervisory experience as relevant to the post including: * Experience in the maintenance of large scale and complex buildings and associated plant. * Experience in the construction of buildings and building services. * Demonstrate depth and breadth of experience in the planning, managing and organising of preventative maintenance programmes, as relevant to the role. * Demonstrate depth and breadth of experience in the effective management of staff, as relevant to the role. * Have successfully undertaken or be willing to undertake the SOLAS Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme in line with service need. (Please note if you have not undertaken this training, you will be required to successfully complete this training before taking up the post.) |
| **Other requirements specific to the post** | * The Maintenance Manager will be required to participate in emergency call outs. * Access to appropriate transport as this post will involve frequent travel between sites. * A HSE mobile phone or bleep will be required to be carried during working hours. * The post requires a high level of flexibility to ensure the delivery of an effective and efficient service, therefore the post holder will be required to demonstrate flexibility as and when required. * Due to the nature of the business of the HSE, some of the works will be conducted outdoors (on roofs etc) and in difficult weather conditions. The post holder will be required to work in all weather conditions when requested to do so or when circumstances dictate. |
| **Skills, competencies and/or knowledge** | **Technical / Professional**   * Demonstrate significant technical knowledge to carry out the duties and responsibilities of the post. * Demonstrate significant knowledge of technical problem solving, construction techniques, building services, maintenance management. * Demonstrate knowledge of services and construction procurement processes, as relevant to the role. * Demonstrate significant knowledge of Building Management Systems. * Demonstrate knowledge of current regulations regarding building, fire, electrical, and gas installations. * Demonstrate knowledge of Health & Safety regulations and risk management. * Demonstrate good knowledge and experience of budget/cost management and contract management; including the ability to adhere to deadlines within budgetary levels. * Demonstrate evidence of computer skills as relevant to the role. * Demonstrate the ability to read and interpret architects’/engineers’ drawings, specifications and technical directions. * Demonstrate the ability to develop and write technical reports. * Demonstrate evidence of having experience managing and maintaining records associated with supervision of staff. * Demonstrate significant ability to design and implement structured policies and systems associated with the management and maintenance of building services. * Demonstrate evidence of construction project management skills and knowledge. Demonstrate awareness of relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.   **Leadership & Team Skills (including Building & Maintaining Relationships)**   * Demonstrate leadership and team management skills, including the ability to work within a multidisciplinary team and work collaboratively with others. * Demonstrate the ability to advise multidisciplinary and management teams on equipment related issues. * Demonstrate the ability to work on own initiative; without close supervision   **Planning & Managing Resources**   * Demonstrate the ability to use resources effectively, challenging processes to improve efficiencies where appropriate. * Demonstrate the ability to plan and manage work and resources effectively, including awareness of value for money in the performance of work and the ability to carry out duties to best practice. * Demonstrate experience of the development of work schedules for personnel and contractors. * Demonstrate a proactive forward-planning approach to service delivery in consultation with relevant stakeholders. * Demonstrate experience of the development and execution of planned maintenance programs and method statements. * Demonstrate experience in working effectively under pressure. * Demonstrate the ability to manage deadlines and effectively handle multiple tasks. * Demonstrate the ability to manage external contractors, facilities management companies and landlord service providers   **Evaluating Information, Problem Solving & Decision Making**   * Demonstrate the ability to evaluate information, solve problems and make effective decisions in a timely manner. * Demonstrate the ability to work within a multidisciplinary team to resolve problems and implement solutions.   **Commitment to Providing a Quality Service**   * Demonstrate evidence of initiative and innovation, identifying areas for improvement, implementing and managing change. * Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff. * Demonstrate the ability to contribute to the development of the service. * Demonstrate flexibility, adaptability and openness to change.   **Communication & Interpersonal Skills**   * Demonstrate effective communication and interpersonal skills, including the ability to negotiate and communicate with different stakeholder groups.   Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Maintenance Manager**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post (as at 01/03/2025) is:  €59,419; €60,870; €62,566; €64,268; €65,976; €67,501; €69,054; €70,566; €72,067; **€74,650; €77,243 LSI** |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)