

DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Ráth An Dúin

FACILITIES MANAGER - OPEN

(COMP. I.D. 009908)

BAINISTEOIR ÁISEANNA – OSCAILTE

(U.A. AN CHOMÓRTAIS 009908)

The Job

The Facilities Manager will be responsible for maintenance and management of Corporate Buildings, through Facilities Management contracts across a range of buildings and assets, some of which include County Hall, Harbour Square, Harbour Lodge and Dundrum Offices. The Facilities Manager will be required to drive sustainability across the Corporate Buildings, to monitor and reduce energy consumption, waste disposal and water usage. The Facilities Manager will be involved in Statutory Inspections and Asset Management and will interact with building-services and renewable energy systems as well as fire-safety and security control. General building presentation, Health & Safety and hygiene matters, budgeting/procurement and contract supervision will also form part of this challenging post.

They will also be required to work with the Facilities Management Team and contractors to streamline Planned Preventative maintenance and Asset Management programmes across our Corporate Buildings. The Council is certified to the ISO 50001 standard for Energy Management and the Facilities Manager will be a key member of the Energy Management Team, which works on energy related projects to improve energy efficiency throughout our property portfolio.

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QUALIFICATIONS

The office is permanent, whole-time and pensionable. A panel may be formed from which permanent and temporary vacancies may be filled.

1. Character

Each candidate must be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc

Candidates shall on the latest date for receipt of completed application forms for the office hold:-

(A)

A third level qualification at level 7 or hig on the National Framework of Qualifications, in Electrical / Electronic, Engineering, Mechanical Engineering, Building Services Engineering, Energy Systems Engineering, Energy Engineering, or equivalent. Have five years satisfactory experience working at a level of responsibility commensurate to the position advertised in the area of Clerk of Works in a building environment or in the management and support of building assets and facilities.

OR

(B)

- Have successfully completed a registered apprenticeship as a plumber or electrician under FAS / SOLAS (QQ1 Level 6 Advanced Certificate).
- Have achieved a QQI Level 7 qualification subsequently in a relevant discipline of Facilities Management, Asset Management or equivalent.
- Have five years satisfactory experience working with a level of responsibility commensurate to the position advertised in the area of Clerk of Works in a building environment or in the management and support of building assets and facilities.

The ideal candidate shall:

- Demonstrate ability to deliver a high-quality building management service.
- Relevant experience of managing, supervising, and leading a team.
- Excellent organisational skills with the ability to manage multiple competing priorities and deliver results under pressure and within deadlines.
- Demonstrate experience of using own initiative and judgement to analyse and solve problems in a positive and proactive manner.
- Excellent verbal and written communication skills and proficient IT skills, including maintenance of detailed records and preparation of reports.
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships with a wide range of stakeholders.
- Knowledge of Health & Safety legislation applicable to the role of Facilities Manager and its application in the workplace.
- Have a good understanding of Regulations relevant to the role.
- Hold a valid current SAFEPASS card.
- Hold a current unendorsed full driving licence (category B) as they may be required to drive in the course of their duties.
- Practical knowledge of BMS and LMS is essential.
- Knowledge and understanding of public procurement processes, Agresso and renewing Planned Preventive Maintenance contracts are desirable.
- Knowledge of a CAFM system is desirable.

KEY COMPETENCIES / FACILITIES MANAGER

At interview, candidates will be assessed under the following competencies using some/all the indicators listed:

Management and Change

- Develop and maintain positive, productive and beneficial working relationships
- Leads in the enhancement of a safety culture within the organisation, in compliance with Health and Safety legislation
- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own work and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Delivering Results

- Plan and prioritise work and resources effectively
- Make timely, informed and effective decisions and show good judgement and balance in making decisions and recommendations
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate
- Ensure the Facilities Management contracts are running efficiently in accordance with the contract KPI's
- Set goals and targets toward improvement in the area of sustainability

Personal Effectiveness

- Keeps up with current developments, trends and best practice in area of expertise and responsibility
- Keeps up to date with the qualifications and knowledge necessary for the role
- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles
- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff, consultants, contractors and senior management
- Encourages open and constructive discussions around work issues
- Presents information clearly, concisely
- Collaborates and supports colleagues to achieve organisational goals

Technical Knowledge/Skills

- Demonstrate ability and previous experience of managing and operating multiple large-scale buildings and related contracts from a Facility Management perspective.
- Have a good knowledge and systematic understanding of relevant Regulations – Building Regulations, SFG20, CIBSE, ETCI, NSAI / GTSC., NSAI / Fire Safety Committee, I.S. / B.S., / EN./ RG ii and IS 813 -2014
- Demonstrate extensive experience in the areas of building maintenance and improvement of Mechanical and Electrical, Heating and Water drainage systems in large buildings and complexes including Fire Safety and UPS.
- Have a good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace and to construction sites in particular
- Demonstrate experience and knowledge of building Energy Conservation initiatives and projects, showing an understanding and experience of working with ISO-5001 standard, sourcing SEAI Grant Funding, BER certification, improving overall building energy ratings (DEC Certs).

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JOB SPECIFICATION

1. SALARY:

Salary Scale:

€53,943 - €70,126 (including LSI 2) (Rates at 1st October 2022).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Local Government and Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform

2. SUPERANNUATION CONTRIBUTION:

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

3. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

4. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation; There will be assessment(s) during the probationary period.
- b) Such period shall be one year, but the Chief Executive may, at their discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory;

5. ANNUAL LEAVE

Annual leave entitlement for the position of Facilities Manager is **30** days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

6. DUTIES

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and

(b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The duties shall include but are not limited to the following:-

- Working as Facilities team lead for County Hall/Harbour Square reporting to the Senior Executive Officer.
- Development and on-going management of an effective planned preventative maintenance programme including electrical, mechanical, heating, water, ventilation, (HVAC) plumbing, BMS, waste and energy management etc.
- All relevant Statutory Inspections in respect of Health and Safety and risk-management of Mechanical and Electrical systems in all Council facilities.
- Monitoring of energy, water and waste indicators and compliance with sustainability targets through ongoing system management and improvements.
- Working with the Council's multi-disciplinary Energy team in pursuing energy and carbon indicators in line with National Energy Efficiency Action Plan and SEAI protocols (Energy MAP).
- Working with the Corporate Buildings Management team to develop multi-site facilities management frameworks in compliance with ISO 50001 standards.
- Advise and participate in the procurement of Frameworks for boiler servicing, other mechanical and electrical services (including lifts, fire-safety, UPS, and security).
- Evaluate and advise on maintenance issues in Council buildings in relation to mechanical and electrical systems, including renewable energy in the design of new Council buildings.
- Maintain the general presentation, hygiene standards and cleanliness of council buildings and complexes.
- Maintain and advise on Security Systems (CCTV/Fire Alarm/Intruder Alarm/Access Control) on designated Council properties.

The above specification 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.

7. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dún Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

8. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority. Please note that the interview may be held **online**. The interview will be competency based and marks will be awarded under the skills and competencies identified for the position of Facilities Manager as outlined above.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed on the basis of information supplied on the application form and the likely number of vacancies to be filled. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.** The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.
- iii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iv. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- v. Completed applications, on the official form, should be emailed to careers@dlrcoco.ie and should reach Human Resources, County Hall, Marine Road, Dún Laoghaire, Co. Dublin not later than **12 noon on Thursday 15th December 2022**. Applications received after this date will not be considered.
- vi. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of offer of employment or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dún Laoghaire Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie not later than **12 noon on Thursday 15th December 2022.**

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.