



JOB DESCRIPTION

Job Title: National Indoor Arena Maintenance Supervisor

Job Holder: Vacant

Job Location: Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown

Reports to: Asset Reliability Manager

JOB PURPOSE:

Reporting to the Asset Reliability Manager, the Maintenance Supervisor will be responsible for all planned and reactive maintenance across the National Indoor Arena and associate buildings.

An enthusiastic and ambitious professional looking to take the next step in their career, through strong leadership and communication skills, the successful candidate will develop and foster a proactive, customer centric and forward focused culture in the team.

Led by the Asset Reliability Manager, the Maintenance Team will work in a collaborative and organised manner to ensure the facilities and assets are maintained to the highest standards providing an optimal environment for all stakeholders.

Responsibilities /Activity Headings	Tasks
	<ul style="list-style-type: none"> • Supervise the NIA Maintenance Team, aligning the team to the overall company vision, mission, strategies and objectives; • Liaise with the Maintenance/ Asset Reliability Manager and NIA Operations Manager to agree standards of performance across all facilities within an annual budget. • Assist the Asset Reliability Manager in the preparation of a 5-year rolling capital replacement plan. • Assist the Asset Reliability Manager in developing and implement a Planned Preventive Maintenance Program and priority systems that ensures minimum downtime/ reduced service. • Develop and set KPIs that deliver agreed SLAs and develop action plans to attain these targets. • Implement working patterns and organisational structures to support the requirements of the business.

	<ul style="list-style-type: none"> • Working closely with the Asset Reliability Manager and NIA Operations Manager, manage the execution of capital replacement projects, from procurement through to completion, ensuring all compliance checks are in place. • Manage contractor and vendor relationships, ensuring that procurement procedures are followed, and contracts are negotiated to optimise delivery and cost savings. • Ensure a high-performance culture which encourages innovation and continuous improvement in a controlled environment. • Identify areas for process improvement and implement appropriate change management programmes to effect same • Liaise with the Health & Safety Manager to ensure risks are identified and appropriate risk assessments and methodology statements are in place for staff and contractor activity. • Ensure that CPD is up to date and staff are qualified for the work they are tasked with. • Ensure that safe systems of work are in place and that the appropriate PPE is used at all times by employees at the NSC.
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The above contains the main outline of duties. However it's inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS:	
Knowledge (Education & Related Experience): <ul style="list-style-type: none"> • 3rd Level Qualification in related discipline • Minimum 3 years' experience in Management of Maintenance Operations and experience of Service Delivery Management. • Experience of the leisure industry would be a distinct advantage. • Experience of E-Tendering 	
Key Skills <ul style="list-style-type: none"> • Excellent leadership and communications skills • Ability to influence with indirect or no authority • Ability to work with colleagues at all levels, both within and outside the organisation • Problem-solving skills – with an attention to detail, the ability to identify, address and resolve problems in a timely manner • Excellent organizational and IT skills • Project Management experience • Strong financial management skills 	

Key Behaviors

A candidate must reflect the company's core values of:

Excellence

- Always looking for ways to improve
- Accept responsibility to drive improvements
- Demonstrate professionalism and have expectations of our own performance and that of others
- Demonstrate a commitment to teamwork
- Adopt a positive approach to change

Respect

- Treat others as we would like to be treated
- Value different cultures and beliefs
- Display respect for and awareness of individual differences
- Seek out, listen and respect the ideas and opinions of others
- Engage in honest and direct communication at all levels in the organisation

Integrity

- Show accountability for our decisions and actions
- Develop and encourage open and honest work practises
- Take personal responsibility for our actions
- Deliver on actions we have promised

Customer focus

- Research and fully understand our customers' needs
- Do the ordinary things extraordinary well
- Go beyond what is expected by every customer
- Surprise ourselves with how much we can do

JOBHOLDER ENTRY REQUIREMENTS: *Identify the essential knowledge, skills and behaviours required.*

Knowledge (Education & Related Experience):

- **Electrical qualification what level?**
- **Full clean driving license**
- Thorough knowledge of the standard practices, tools and terminology of the electrical trade
- Thorough knowledge of electrical theory;
- Thorough knowledge of the safety hazards of the work and of the necessary safety precautions;
- Experience in planning and supervising the work of electrical staff;
- Previous experience

Key Skills

- Strong interpersonal and communications skills
- Excellent organisational skills with proven ability to meet deadlines and anticipate needs as required
- Excellent management/supervisory skills
- Skill in the use of electrical maintenance and repair equipment;
- Ability to make repairs to complicated electrical wiring, fixtures and equipment;
- Problem-solving skills – ability to identify, address and resolve problems in a timely manner
- Ability to establish and maintain effective working relationships with associates.
- **Computer skills – excel, word. Previous experience of using Flexmaintenance system would be an advantage**

Key Behaviours

- Customer focussed
- Ability to use own initiative appropriately
- Proven ability to be solution focused and to cope with competing demands
- Understanding of financial management
- Flexible approach to work and able to prioritise under pressure
- Excellent people management skills
- Standards orientated in terms of service delivery
- A team player