

## Job Description

<b>Department:</b>	Maintenance and Facilities	<b>Job Title:</b>	<b>Maintenance and Facilities Coordinator</b>
<b>Report to:</b>	Asset Reliability Manager	<b>Senior Manager:</b>	Asset Reliability Manager
<b>Status:</b>	Permanent – Full time	<b>Hours:</b>	39 hours per week.

The Maintenance and Facilities Coordinator will be responsible for managing resources towards timely, efficient, and cost-justified solutions to general maintenance and facilities service requests for all sites on the Sport Ireland Campus. The M & F Coordinator will assist the Asset Reliability Manager in providing support services for daily operations, maintenance, grounds keeping, purchasing and health and safety services.

### **Key Job Responsibilities**

- Scheduling, Coordination and monitoring of the repair and maintenance activities of facilities and equipment in all office areas.
- Obtaining quotes when requested from vendors and suppliers as to price, delivery, and other details.
- Procurement administration for all Maintenance and Facilities (M & F) tenders.
- Assisting in preparing and monitoring capital and expense budgets and processing all related invoices and purchase orders.
- Creation and administration of Spare Parts Inventory Database for all Maintenance Assets
- Assisting in general facilities management activities and participating in other projects as and when assigned.
- To ensure that all paperwork is compliant with the EIQA maintenance department requirements each year.
- Attend M & F meetings and compile minutes of same.
- Compile Weekly and Monthly reports to support Finance department (monthly reports of chargeable hours to campus stakeholders).
- Monitor Monthly KPI's for maintenance dept.
- Logging incoming M&F Service-related calls (e.g.: calls related to issues in different locations) by phone, email etc.
- Handling first response to resolve issue being logged on M&F database/tracker system.
- Assigning call to correct technical group.
- Monitoring of call history and following up to ensure close out and completion of M&F works on all Campus sites.
- Verification of contractor work completion and payment of invoices.

- Update and maintenance of key supplier's lists and contract expiry dates
- Update maintenance team on a regular basis of any events on campus that require maintenance checks prior to event.
- Complete purchase orders for contracts, materials etc. and keep track of these on SharePoint.
- Assist in the development of the Annual Maintenance Programme.
- Training and familiarisation for new maintenance staff.
- Support the development of equipment standardisation & maintenance services.
- Document lifecycle asset and plant investment to support capex programme.
- Report and monitoring of contractor performance to support contract reviews.
- Supervision of H&S (Contractor) permit system.
- Process documentation handover of new buildings and refurbishments.
- Support in the implementation of the maintenance departments input into the campus strategic plan.
- Responsible for the coordination of maintenance of 18 buildings plus horse arena and turf pitches

**Experience and Qualifications:**

- Third Level Qualification in Building Services Management or related qualification.
- 3 years of service in a facilities department.
- Must have a Mechanical/Electrical Facilities Management background.
- Ideally hold a qualification in office services, project management, purchasing or facilities operations.
- Proficiency in Microsoft Office Suite.
- Experience of an engineering services operations / help desk environment.
- Experience using an electronic purchase requisitioning and invoicing system would be advantageous. Strong attention to detail, Strong numeracy, and communication skills.
- Proven ability to multi-task and provide constant evaluation of, and flexible response to, rapidly shifting business priorities.
- Ability to track and manage ordering of supplies and services.
- General knowledge of the principles and practices of business administration
- Familiarity with procurement and contract compliance.
- Fluent English is essential.