



Job Title: Facilities Operative	Reports to: Maintenance Supervisor/Campus Services Manager
Location: Dublin South	Job Type: Permanent

Job Summary:

We are currently seeking two energetic and highly motivated individuals to join our team as Facilities Operatives.

The ideal candidate for this position would be detail-oriented, flexible and willing to take on tasks and special projects as the need arises.

The Facilities Operative will be responsible for event set-up, general building fabric repairs and decoration, furniture and equipment moves, waste collection/recycling. The role would also involve the daily oversee of the Colleges on-line maintenance helpdesk and updating the weekly tasks/events board.

The ideal candidate would be proactive, flexible, a good communicator and be able to work off their own initiative and work as part of a team.

A suitable candidate will also be expected to performing other duties appropriate to the role as assigned by the Maintenance Supervisor (or the Campus Services Manager).

Role Responsibilities:

- Daily on-line computerised maintenance helpdesk monitoring and updating
- Updating weekly tasks/events boards
- Events set-up
- Furniture and equipment moves
- Daily waste collection and recycling
- Diagnose and resolve maintenance issues
- General building fabric repairs
- General painting and decorating
- Perform scheduled building maintenance and equipment checks and repairs e.g. preventive maintenance - lamp changes, building fabric checks, window checks, ladder checks etc.
- Report on the status of completed and work in progress tasks
- Comply with all health and safety regulations
- Ensure a high level of customer service and professionalism at all times.
- Provide maintenance and event support at weekend, when required.



Minimum Education/ Experience Requirements:

- Basic knowledge of general maintenance is essential. Additional training will be provided.
- Comfortable in the use of common tools (including hand & electrical/battery operated tools)
- The ability to manage your own workload and be self-motivated while working alone or in a small team.
- A background in a trade (e.g. carpentry, building. Painting) would be an advantage.
- Computer literate e.g. (MS office - Outlook ,Excel and Word)
- Must be legally entitled to work full time in Ireland
- Have a good command of the English Language

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Join a dynamic and growing college.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.