

### Job Description – Health & Safety / Building Services Operative

<b>Job Title:</b>	Health & Safety / Building Services Operative	<b>Contract Type:</b>	Full-Time, Fixed-Term (12 months)
<b>Function:</b>	Facilities / Building Services	<b>Hours of Work:</b>	9.00 – 5.00, Monday to Friday (35 hours per week)
<b>Reporting To:</b>	Facilities Manager	<b>Salary:</b>	Commensurate with experience

#### Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, and Social Political and Community Studies. A number of postgraduate programmes are offered, including a professionalising M.A. (Leadership in Therapeutic Child & Social Care) and a MA/PGDip in Irish Regional History. Additionally, the College has an international programme attracting students from a number of Colleges in the United States. In September 2022, Carlow College will start to deliver a BA (Hons) in Psychology as well as a number of postgraduate diploma and certificate programmes.

#### Role Overview

The Health and Safety/Building Services Operative will be responsible for the maintenance requirements of all campus buildings and ancillary facilities, as well as ensuring that the College's Health and Safety standards are adhered to.

#### Reporting Line

The Health and Safety/Building Services Operative will report to the Facilities Manager.

#### Key Responsibilities

- Fully implement the College's Health & Safety policy ensuring adherence to the stated policy.
- Implement the control measures formulated to mitigate identified Risk Hazards so as to prevent accidents and ill health.
- Continuously review the control measures in place to test they are adequate to prevent accidents and ill health.
- Monitor that safe working practices and procedures together with any necessary risk assessments are completed and complied with.
- Be alert to any new or emerging risk areas and develop / implement appropriate control measures as required.
- Review all Health & safety information and guidelines and communicate this as required.
- Monitor that all Business Services equipment is being used in accordance with the stated instructions and is maintained in line with the relevant instructions.
- Report any defects in equipment to College authorities with proposed action plan to rectify and make the situation safe again.
- Conduct periodic reviews of all College facilities and equipment to identify any Health & Safety issues.
- Maintain the agreed Health & safety records as required by the College and the Health & Safety Authority.
- Communicate immediately to the College authorities any perceived risk or safety problem which cannot be resolved within a time scale commensurate with the risk.
- Ensure appropriate and relevant training is provided to all staff with regard to the College's Health & Safety plan and the safety equipment available on campus.

#### Building Services General Duties

- Continuously be alert to the maintenance requirements of all campus buildings and ancillary facilities.
- Where within your competence assist and perform tasks of a general maintenance and repair nature in the up keep of the College campus.
- Assist with or perform tasks involving installation, maintenance, repair and construction work including but not limited to duties associated with carpentry, electrical, plumbing, mechanical, locksmith, window and sanitary repairs etc.
- Be alert to any events or developments within the College grounds where maintenance, repair or security work is required and provide solutions as needed.

- When required provide assistance to install and or erect lecture hall facilities including but not limited to shelving, cabinets, boards and screens etc.
- Support activities in the movement of furniture and equipment for specific College based events.
- Respond to any reasonable requests from College staff / departments to provide repair, maintenance or other assistance and offer solutions where appropriate.
- Collect waste from bins and ensure proper waste management procedures are carried out.
- Monitor performance of all service / maintenance contracts from suppliers relating to plant and equipment and assist in renegotiation of terms annually.
- Act as point of contact with relevant suppliers, contractors and for College deliveries.
- Complete maintenance / building services work book recording all relevant information and or incidents.
- Ensure all College facilities and equipment are maintained to the required standards and your duties are carried out in full compliance with the College's Health & Safety policies with Hazard Identification receiving ongoing attention.
- Perform the duties of Fire Marshall, coordinating the actions needed to successfully implement the Emergency Evacuation Plan.
- Lead and participate in specific project work liaising with service providers / contractors as needed to identify best solutions and pricing to match the College's needs.
- Provide advice to College authorities on any steps needed to maintain and enhance the existing high standards of the campus.
- Liaise with the Finance Office in relation to purchase orders, relevant statements/ invoices.
- Collaborate and work effectively with all functions and departments within the College.
- Adhere to internal policies and procedures.
- Contribute to revenue generating ideas and provide support re same.
- Contribute and work towards the building services department objectives and strategy
- Undertake or oversee any other duties/projects as required and directed by the Facilities Manager having regard to the changing needs of the College.

### **Qualifications and Experience**

- 5+ years' experience in a comparable role.
- Relevant experience, training and qualifications to fulfil the varied key responsibilities and tasks of the role.
- Demonstrate thorough knowledge to fulfil the varied key responsibilities and tasks of the role.
- Experienced in Microsoft Office package.

### **Skills and Competencies**

- Ability to plan and undertake a demanding and varied workload.
- Strong administration, organisational and time management skills.
- Strong interpersonal skills and ability to relate well to all colleagues.
- Capable of prioritising workloads.
- Recognising Health & Safety / Risk issues and providing solutions.
- Show professionalism in negotiating on behalf of the College with external suppliers/ contractors.
- Strong administration skills.
- Strong technical skills of the buildings / construction sector.

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### **Application Requirements**

Candidates should submit their C.V and covering letter specifically outlining how their qualifications and experience fits the requirements of the role to [hr@carlowcollege.ie](mailto:hr@carlowcollege.ie). Applicants are also requested to answer the below questions with their application. Closing date for applications is **5.00pm on 9 December 2022**.

#### **\*Please note that all applicants should consider the following questions when submitting their application:**

- Do you have 5+ years' experience in a comparable role?
- Do you have the relevant experience, training and qualifications to fulfil the varied key responsibilities and tasks of the role?
- Do you have the ability to plan and undertake a demanding and varied workload.
- Are you capable of prioritising workloads?
- Do you have experience recognising Health & Safety / Risk issues and providing solutions?
- What is your notice period?

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This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Personal data will be processed in accordance with our [Employee Recruitment Privacy Notice](#). Please visit our vacancies page for information relating to our Recruitment Privacy Notice.

\*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting.

Copies of qualifications and drivers licence are to be forward to Human Resources in conjunction with this job description where applicable.

**Carlow College, St Patrick's is an equal opportunities employer.**

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**Benefits available through the College**

- Maternity/Adoptive Leave contribution
- Paternity Leave contribution
- Parental Leave
- 20 days Annual Leave
- College Days
- Sick Leave contribution
- Bereavement and Compassionate Leave
- Study and Exam Leave
- Conferring Leave
- Time Off in Lieu (TOIL)
- Professional Membership Fees
- Educational Assistance
- PRSA Scheme
- Taxsaver
- Bike to Work Scheme
- Microsoft Home User Package (MHUP)
- Employee Assistance Programme
- Flexi Time (PSS)
- Hybrid Working (subject to role)

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