Mobile Maintenance Operative

The role:

As the Mobile Maintenance Operative, your role will be to ensure that essential repairs are carried out on estates and within homes. You will also be responsible for working closely with the Facilities Team and Tenancy Services Officers to ensure estates are kept in good and safe condition. Working closely with colleagues in both the Property Services and Housing Management team, you will carry out a range of basic repairs and other estate works to ensure homes and communal areas are kept in good and safe condition

Location:	Multi-Site across all areas of Dublin and our Head Office Locations
Reporting to:	Snr Asset & Estates Officer
Contract:	Permanent, Subject to a six-month probationary period
Salary Range:	€26,700 - €37,400 DOE pro rata
Hours:	37.5 hrs hours per week over 5 days
Leave:	26 days
Pension:	Up to 7% employer contributory pension on successful completion of probation
Travel:	Access to a company van will be provided for the purpose of work-related travel and during working hours. A full, clean drivers license required. Expenses policy applicable
Head Office:	Phoenix House, Castle Street, Dublin 2

To Apply: Please send your CV and accompanying covering letter to recruit@circlevha.ie by the closing date.

Closing Date: 28th June 5pm

Interviews: Final interviews are anticipated to take place W/C 1st July 2024

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The Organisation: Circle Voluntary Housing Association was set up in 2003 and is a leading provider of social housing in Ireland. Our vision is to make a real difference by delivering quality homes and innovative integrated housing solutions to individuals and families in Ireland. We are passionate about our people and the delivery of a tenant first service.

Our team members are the secret element of our success. Their experiences, competencies, values, knowledge, and perspectives are greatly valued and have significantly contributed to Circle delivering over ***2,500 homes.*** They deliver services to ***over 5,000 people*** and help ***create thriving communities.***

We are dedicated to finding the right people who embrace our purpose, vision, and values. In return we will support you to learn, grow and excel in an exciting, flourishing, diverse organisation. We are committed to fostering an inclusive and collaborative work environment, which values every person who works with us and all of those who live in our homes and communities.

Reflecting the growing diversity of the communities in which we work, we welcome applications from people of all cultures, nationalities, genders, members of the LGBTQ+ community and any background traditionally marginalised in society.

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Key Responsibilities:

Repairs

- ➢ Carry out the full range of general reactive repairs including carpentry, plaster repairs, painting, minor plumbing and minor groundworks.
- ➢ Respond to all repair requests in line with Circle VHA repairing timescales.
- ➢ Work closely with private contractors where necessary to ensure the satisfactory completion of works.
- ➢ Carry out any general void work as required to support the timely completion of works.
- ➢ Have due regard to carrying out repairs in peoples' homes, ensuring work is completed safely and with minimum disruption and to the tenants' satisfaction.
- ➢ Keep tenants and colleagues informed of the progress on completion of repairs.
- ➢ Maintain accurate records of all repairs carried out, including all receipts for materials.
- ➢ Seek advice from the Property & Facilities Officer as necessary on any building pathology matters or to agree larger repair solutions.
- ➢ Support the Asset & Repairs and Tenancy Services Officers by pre-inspecting works, post inspecting private contractor work and advising tenants on managing their heating and condensation issues.
- ➢ Advise the Property and Facilities Team on any repair trends and where any components may be nearing the end of their economic life Estate Maintenance.
- ➢ Maintain the grassed areas of the estate by grass cutting, hedge pruning, weed killer treatment and planting of shrubs, trees etc.
- ➢ Clear paths, steps of moss, lichen etc. to avoid the risk of slips.
- ➢ Keep the estate clean and tidy, removing of any waste and graffiti.
- ➢ Carry out any minor repairs to the wider estates.
- ➢ Keep any gullies and traps clear from blockages.
- ➢ Ensure the safe disposal of any needles.
- ➢ Assist with the loading of skips and the movement of bulky waste items.
- ➢ Dealing with abandoned vehicles inside and outside the estate.
- ➢ Being proficient with the fire alarm systems in the apartment blocks and their resetting On-site Presence.
- ➢ To arrange for the delivery and monitoring of skips as requested by the Tenancy Services Officer's and Facilities Team.
- ➢ Act as the key holder for community rooms and common areas.
- ➢ Be available as required out of normal working hours in line with agreed working arrangements.
- ➢ Respond professionally and politely to any enquiries from residents and assist in resolving any issues.
- ➢ Support the Tenancy Services Officers in delivering any community events.2

General

- ➢ Ensure all duties are carried out safely and in such a manner to prevent injury to self and others.
- ➢ Ensure risk assessments are completed for all repair works and that correct PPE, tools and materials are used for all works.
- ➢ Ensure a positive image of CVHA at all times through attitude and approach.
- ➢ complete any other reasonable duties commensurate with the level.

Key Competencies

- ➢ Excellent Interpersonal skills.
- ➢ Strong customer orientation.
- ➢ Strong handyman/repair skills.
- ➢ Organized approach.
- ➢ Work without ongoing supervision.
- ➢ Brand integrity.
- ➢ IT Skills.
- ➢ Communication Skills.

Person Specification

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the below competencies.

Education and Work Experience	Essential	Desirable
Leaving Certificate including passes in Math's and English.		✓
Relevant construction related qualification or extensive experience in a similar role.	✓	
A full, clean and unrestricted Irish driving license.	✓	
Current safe pass certification.		✓
Key Knowledge and Skills	**Essential**	**Desirable**
Demonstrable understanding of the social housing sector	✓	
Good communication skills	✓	
Good organization with ability to effectively manage workload.	✓	
Understanding of construction related health and safety principles	✓	
Specialist role related knowledge.	✓	
Able to take responsibility, working independently and flexibly	✓	
Flexible approach	✓	
Competent in carrying out minor repairs	✓	
Ability to keep clear and accurate records	✓	
Good customer service and focus	✓	
Adheres to Circle VHA's 'WE HEAR' values at all times	✓	
Experience in a similar estate management role		✓
Experience in managing computer filing systems		✓
Dealing with customers or demonstrable customer focused skills	✓	
Experience in repairs, construction customer facing services.		✓

This job description is not restrictive and will be subject to periodic review.

Employee Benefits

26 days of annual leave

Increased annual leave entitlement with length of service

Paid sick leave

Annual salary increments

Company Pension Scheme

Hybrid working options

Death in Service Benefit

Personal Milestone Gifts

Further Education Assistance

Employee Assistance Programme

Paid maternity leave

Paid adoption leave

Paid paternity leave

Early miscarriage leave

Fertility Leave

Additional parents leave payment

Tax Saver Commuter Tickets

Bike to Work scheme

Some benefits subject to T&C's*

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