

Crann Support Group: Maintenance Coordinator **(<https://www.activelink.ie/node/109328>)**



Position Information:

Job Title: Maintenance Coordinator

Location: The Maudlins, Trim, Co. Meath

Reporting to: The Chief Executive Officer

Contract: Permanent - 35 hrs per week

Position Summary:

The Crann Support Group provides a maintenance service to its Member Community Childcare Organisations and Social Inclusion Projects throughout Co. Meath. CRANN is committed to excellence in all activities and the role of the maintenance function is fundamental to ensuring that all facilities, equipment, buildings and grounds are maintained to a very high standard.

CRANN are seeking a dynamic and motivated individual to lead its Maintenance Team of highly competent personnel, who provide non-specialised maintenance services to its Members Organisations. The successful candidate will be one who can work as part of a team, project manage and provide general maintenance and care-taking duties while committed to reducing risks and promoting workplace safety at all times.

Principle Duties & Responsibilities:

- Prioritise workload and delegate to the maintenance team.
- Liaise with external trades used in the ongoing maintenance of the facilities. Ensure work of trades is at the expected standard.
- Maintenance and repair of equipment, furniture, windows, fixtures, and fittings
- Upkeep and renewal of paintwork.
- Keep the grounds of the facilities in good order, grass cutting etc.
- Ensure buildings are safe and secure at all times, particularly adverse weather conditions.
- To keep in a clean and working condition all caretaking/maintenance equipment
- To see to the heating requirements of the building and safeguard the heating and water pipes during the cold period of the year.
- Assist in the set-up of classrooms/halls for events/activities.
- Other related duties as required.

The Ideal Candidate should have:

- Category B Driver's License.
- Certificates of Professional Competency where relevant.
- Maintenance / Care-taking experience.
- Experience of Leading a Team.
- Excellent oral and written communication skills.

Apply with Cover Letter & up to date CV to:

REF: CRANN Maintenance Coordinator.

Post: HR Dept, the Crann Support Group, the Maudlins, Trim, Co. Meath *or*

Email: jobs@crannsupportgroup.ie (<mailto:jobs@crannsupportgroup.ie>).

Closing date for applications is **5pm, Friday 12th July 2024**

Region

Trim, Co. Meath

Date Entered/Updated

3rd Jul, 2024

Expiry Date

12th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/109328-crann-support-group-maintenance-coordinator>