

Co-operative Housing Ireland: Regional Maintenance Manager **(<https://www.activelink.ie/node/110169>)**



Job Description: Regional Maintenance Manager

Reporting to: Regional Asset Manager

Department: Asset Management & Property Services

Contract Type: Permanent, Full-Time, Hybrid

Place of Work: 123 Avondale Park, Mulhuddart, Dublin 15, D15 T92F

About Us

Co-operative Housing Ireland (CHI) is the national organisation representing, promoting, and developing co-operative housing in Ireland.

CHI is an Approved Housing Body (AHB) and a member of the Housing Alliance. CHI work with various stakeholders in the housing sector, including Local Authorities, Government, aspiring homeowners, tenants, and developers and is subject to regulation by the Approved Housing Bodies Regulatory Authority and the Charities Regulator.

Since our foundation in 1973 we have provided over 5,700 homes through homeownership, shared ownership, and social rented co-operatives. With our membership of democratically controlled local co-operatives, we continue to manage over 4,000 homes across Ireland.

Role Overview

CHI is seeking a full-time, permanent Regional Maintenance Manager to work Monday - Friday. The position will report to the Regional Asset Manager. The role will be based in our Avondale Office, however, travel across the Greater Dublin and Leinster regions is expected.

The Regional Maintenance Manager will have responsibility for the planning and delivery of the cyclical, planned and reactive maintenance programmes for our housing stock in the Dublin/Leinster Region, comprising of approximately 2100 units. In particular, the Regional Maintenance Manger will be responsible for ensuring, tracking and reporting on the statutory compliance of our houses, apartment and blocks with respect to the cyclical maintenance programme.

What You Will Do

- Ensuring safe homes for our member tenants and a safe working environment for our staff and contractors through compliance with relevant statutory standards and the AHB Regulator's Property and Asset Standards.
- Ensures properties meets the Housing (Standards for Rented Houses) Regulations 2019. Tracks, reports, and arranges necessary remedial works on foot of Local Authority Inspections.
- Assists the Regional Asset Manager in the delivery of the annual component replacement and deep retrofit programmes. This will include quality assurance visits and liaison with 3rd party consultants and contractors.
- Supervision and monthly reporting to the Regional Asset Manager on the Regional Asset Management budget.
- Ensuring that the procurement of services and materials within area of responsibility is in compliance with CHI's procurement policy.
- Develop and maintain strong relationships with core external stakeholders e.g. Contractors and Local Authorities.
- Liaise with and support the Asset Management Helpdesk in the management, delivery, and supervision (quality assurance) of member's requests for responsive/emergency repairs.

- Supports the Asset Management Survey Team in the execution of the annual 20% Stock Condition Survey in area of responsibility.
- Support Housing Management in the delivery of excellent service to our members.
- Attend in-person and online meetings. This may necessitate travel to Dublin and elsewhere in the country.
- Performance management of the regional Maintenance Technician team (2-5 staff).
- Ensure CHI Maintenance Technicians are appropriately qualified and certified on an ongoing basis.
- Support staff to deliver on their goals and review performance regularly.

What You Will Bring

- NFQ Level 7 qualification in a property, engineering, or construction discipline or NFQ Level 6 Qualification in an electrical, construction or engineering-based trade.
- Minimum of 3 years' experience in similar asset management, facilities management, or maintenance role.
- Minimum of 3 years' experience leading a team in an asset management or maintenance context and strong interpersonal skills.
- Full, clean 'Class B' EU driver's licence or equivalent.
- Experience in the procurement of services and materials (desirable not essential).
- Membership of a relevant professional organisation with an asset management focus (e.g. SCSI, RICS, EI) (desirable not essential).
- Experience in using CAFM or CRM software.
- Conscientious with a high attention to detail and ability to multitask.

What We Offer

- Competitive Salary Bands
- 22 Days Annual Leave + Public Holidays
- 3 Days of Annual Company Privilege Days
- Hybrid & Flexible Working Options
- Generous Company Pension Contributions with Life Assurance
- Paid Sick leave Scheme
- Educational Assistance Program
- Paid Study & Exam Leave

Selection Process

Please note that interviews for this position may take place anytime from the launch date to closing date until a successful candidate is found.

How to Apply:

Interested applicants should submit a CV and Cover Letter via **this link**. (<https://chi.bamboohr.com/careers/144>)

All documentation received by Co-operative Housing Ireland will be processed in accordance with the Data Protection Acts & General Data Protection Regulation (GDPR; 2018).

Co-operative Housing Ireland is an equal opportunities employer.

Region

Mulhuddart, Dublin 15

Date Entered/Updated

12th Aug, 2024

Expiry Date

12th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110169-co-operative-housing-ireland-regional-maintenance-manager>