

Liffey Area Partnership: Property Maintenance Officer **(<https://www.activelink.ie/node/110508>)**



Property Maintenance Officer

Full - Time 35 hours per week

The Liffey Area Partnership (formerly Ballyfermot Chapelizod Partnership CLG) is currently seeking to appoint a property Maintenance Officer. The post will involve a variety of non-trade restricted duties to ensure the upkeep and maintenance of the 4 main properties in which services are provided.

Applicants are required to have a minimum of 3 years' experience in a caretaking/maintenance role.

The duties include:

- General overall maintenance of all offices as required
- Nontrade restricted basic plumbing, electrical and carpentry work
- Painting and Decorating
- Window cleaning
- Facilitate external trades people when they are on site
- Recycling and waste management
- General upkeep of the grounds and surrounds of offices
- Keeping sanitary supplies stocked and functional (soap, paper towels etc.)
- Supporting cleaning operatives emptying bins/ putting bins out for collection as required
- Notify management of deficiencies or repairs required
- Energy consumption awareness, turning off lights heating when rooms not in use
- Van driving as needed
- Training rooms set up

Requirements

- Clean driving licence
- Good communication skills
- Willingness to work as part of a team and flexibility

Terms and Conditions:

Salary : €32,000 PA

35 Hours Per Week : Monday – Friday to be worked between 8.30am and 5.30 pm

Position is subject to Garda Vetting

Application Process

Application is by way of a detailed cover letter and CV to Teresa Dunphy

- by email to tdunphy@liffeypartnership.ie (mailto:tdunphy@liffeypartnership.ie)
or
- post or hand delivered marked Private and Confidential to Teresa Dunphy, Liffey Area Partnership, 4 Drumfinn Park, Ballyfermot, Dublin 10

Closing date for receipt of applications is **4pm on the 10th September 2024** (no late applications will be accepted)

Region

Dublin 10

Date Entered/Updated

27th Aug, 2024

Expiry Date

10th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110508-liffey-area-partnership-property-maintenance-officer>