

The Iveagh Trust: Caretaker

(<https://www.activelink.ie/node/112791>)

THE IVEAGH TRUST

The Iveagh Trust is the oldest provider of social housing in Ireland, building sustainable communities since 1890. Today, the Trust provides over 1,700 homes across Dublin, offering a range of housing options including general needs housing for families, supported housing for older people, and accommodation for men experiencing homelessness at the Iveagh Hostel.

The position of Caretaker is central to the Trust's estate management model that has helped to sustain our communities for over 130 years. The Trust now wishes to add to the Estate Management Team by recruiting a full-time Caretaker.

Position: Caretaker

Reference: CTN0123-01

Location: Dublin 10 and other city estates sites as required.

Reporting to: Estate Manager/Deputy Estate Manager

Hours: 39 hours per week

*(working alternate weekends and some bank holidays on a rota basis, reasonable flexibility for additional hours to assist when needed).

The role: The Iveagh Trust Caretaker is the face of the organisation and assists the estate management team and other colleagues in providing for the security and maintenance of Iveagh Trust estate buildings and communal areas and the wellbeing of tenants.

Travel/Driving: The post requires use of a car for business purposes. The applicant must have a full clean driver's license and appropriate insurance. Mileage allowance operates.

You may also be required to drive one of the Iveagh Trust vehicles when required to transport equipment etc.

All Estate staff are flexible to provide cover on other Iveagh Trust estates when necessary.

Probationary Period: 6 months

Principal tasks & responsibilities

- Ensure the estate is well presented at all times; keep the communal areas of the estate, both internal and external, clean, tidy and safe, including sweeping, vacuuming, litter-picking and power washing, in accordance with the estate maintenance schedule and estate checklists.
- Carry out general gardening and landscape maintenance work including weeding, grass cutting and pruning in accordance with the estate maintenance schedule.
- Carry out and record visual inspections of the common areas, including fire safety, lighting, lifts and security equipment, in accordance with the estate management schedule. Identify and report potential health and safety issues.
- Carry out and record annual inspections of residential properties as and when required, in conjunction with the housing and property services teams.
- Be of general assistance to residents, be a friendly and reassuring presence; helping to deter crime and anti-social behaviour.
- Carry out minor repair and maintenance work, including door handle repair, fitting window restrictors, changing light bulbs, cleaning drains, gutters, downpipes and manholes, as directed.
- Work closely with the Trust's in-house repairs and maintenance team to identify and log repairs as required.
- Remove graffiti and patch-paint scuffed or marked walls.
- Ensure bin stores are kept clean with frequent power washing and bins are presented for collection as required.
- Support the reletting of properties by clearing furniture and other belongings from vacant units, securing the property and reading utility meters.
- Liaise with and provide access for external service contractors as required.
- Assist the housing and estate teams with mail delivery and community engagement initiatives.

- Maintain a good work-balance between maintaining the appearance of the estate, good visibility on the ground, and positive interaction with residents.
- Provide reports to management on incidents occurring on the estate including emergencies, disrepair, anti-social behaviour or unusual incidents and treat all such incidents in strict confidence.
- Respond to estate/resident emergencies, e.g. fire, flood, lift breakdown etc.
- Ensure appropriate health and safety procedures are maintained and adhered to at all times.
- Other duties as directed by Estate Manager / Deputy Estate Manager.

Please see full Job Description attached below.

To Apply:

Please send an up-to-date CV detailing your experience and relevant accomplishments, together with an email/letter outlining the following:

1. Why are you interested in this role/job?
2. Why would you like to work for The Iveagh Trust?

By email to hr@theiveaghtrust.ie (mailto:hr@theiveaghtrust.ie) or by post to:

Denise Conway
The Iveagh Trust
Bull Alley Street
Dublin 8

Closing date is: 5th January 2025

Shortlisting of applications for interview will commence before the closing date therefore if you are interested in this opportunity, please apply early.

The Iveagh Trust is an Equal Opportunities Employer.

Region

Dublin 10

Date Entered/Updated

18th Dec, 2024

Expiry Date

5th Jan, 2025

Attachment

[The Iveagh Trust - Caretaker Job Description Dec 2024.pdf](#)

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167.41
KB

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