

JOB TITLE: PROPERTY SERVICES COORDINATOR

RESPONSIBLE TO: PROPERTY SERVICES MANAGER

LOCATION: DUBLIN CITY CENTRE (TRAVEL REQUIRED)

CONTRACT: FULL TIME/ CONTRACT- 24 MONTHS

JOB SUMMARY:

To deal with building surveying duties such as property inspections, defect analysis, stock condition surveys, procurement, contract management, fire safety assessments and energy management programmes.

TRAVEL:

The post is based in Dublin, involving nationwide travel. A valid driving licence and use of a car for business purposes is required.

KEY RESPONSIBILITIES:

Repairs & Maintenance

1. Undertaking pre & post inspections of repair work and producing detailed and accurate reports.
2. Providing technical advice and specifications along with the procurement and management of contractors.
3. Instruction and supervision of contractors on site when required.
4. Undertaking management of service contracts repairs and upgrades.
5. Inspecting and reporting on projects and producing detailed and accurate reports.
6. Assessing and dealing with the payment of contractor invoices.
7. Providing technical assistance to Housing Management and Development staff as required.

Planned & Cyclical Maintenance

1. Procuring Service and Maintenance Contracts.
2. Undertaking pre and post inspections of properties and works.
3. Management of contracts including attending meetings, monitoring progress and performance, drafting reports and updating programme trackers.
4. Managing, liaising and reporting on Fire Risk Assessment periodic reviews.
5. Managing planned and cyclical maintenance programmes using a Building Asset Database.

Adaptations

1. Carrying out feasibility studies on adaptation solutions.
2. Undertaking pre and post inspections of adaptation work recommended by Occupational Therapists and other relevant parties.
3. Liaising with Local Authority and Occupational Therapists (or other relevant advisors), contractors and tenants before, during and after completion of the work.
4. Drawing up work schedules and specifications to meet the requirements of the required adaptation work.
5. Procuring competitive priced tenders based on the specifications.

Contract Procurement & Management

1. Assisting with preparation of specifications, working drawings and contract documentation.
2. Assisting with preparation of documents for tender and advising on the appointment of contractors and procurement routes.
3. Assisting with preparation, implementation and management of planned and cyclical maintenance programmes.
4. Assisting in the supervision of planned maintenance contracts and cost control.
5. Assist in the procurement of Contractors and Professionals alike.
6. Assist with carrying out feasibility studies.
7. Assisting with preparing cost estimates for projects, based on initial feasibility studies.
8. Liaise with Tenants and Contractors on the cyclical planned programme and quality control.
9. Management of service contract providers and inspection of work.

Surveying

1. To undertake a range of surveying duties including pre-acquisition surveys, stock condition surveys, fire safety assessments, snag lists and measured surveys. Providing comprehensive written reports for same.
2. Inspect and prepare reports on defects and other property condition issues.
3. Assisting in the designing/re-designing of buildings to meet the needs of people with disabilities.

Sustainable Energy & Environmental Management

1. Develop and support Tuath's Sustainable Energy Management programmes including Energy Audits, new Funding Opportunities and Energy Improvement Programmes.
2. Advise on new energy initiatives and innovation to help reduce energy consumption by investigating sustainable products and approaches.
3. Support Tuath's energy upgrading programmes in renewable technologies such as Heat Pumps, Solar PV heating systems, insulating improvements and ventilation systems to maximise financial and environmental returns.
4. Contribute to Tuath's energy consumption database to identify and deliver cost saving opportunities.

5. Grow and develop Tuath's relationship with SEAI and other Sustainable Energy stakeholders.
6. Provide regular reports on energy and environmental improvements if required.
7. Undertaking assessments of utility fuel provision and negotiating new supply provisions if required.

General

1. Conducting all activities in a manner which is safe to yourself and others. To be aware and act in accordance with the Association's Health and Safety Policy.
2. Contributing to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
3. Complying with the requirements of Data Protection, Equal Opportunities and Equality legislation.
4. Assist with the procurement of consultants.
5. Participating on forums/working groups/committees as required.
6. Liaising with Managing Agents / Companies in relation to the areas of their responsibility such as Fire Safety, Emergency Lighting, Lifts, common services and general repairs, service maintenance and cleaning of the areas under their control.
7. Liaise with the Housing Department on all aspects affecting tenants.
8. Dealing with insurance claims, liaising with insurers, loss assessors and loss adjustors on behalf of the Association.
9. Assisting the Property Services Manager, Directors and the Chief Executive of the Association with the compilation of stats, reports and data as required.
10. To fulfil all care and high standards regarding both Tuath's and your own health and safety obligations.
11. To positively promote the Association in all activities.
12. To exercise discretion in all aspects of the role.
13. Offer technical advice to other staff.
14. Request /attend training appropriate to your role.
15. Any other duties which are consistent with your role.

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

Tuath reserves the right to enhance these criteria, in line with the employee specification, to facilitate short-listing.