

Vacancy: Asset Manager



Hours:
Fulltime



Location:
Hybrid based in
Dublin, Cork,
Drogheda or
Limerick



Reporting to:
Director of Assets & Facilities

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

In 2022, the charity worked with over 12,000 people and was active in 28 local authorities across Ireland.

Role overview

The role will be responsible for the effective management and delivery of the maintenance programmes of Peter McVerry Trust assets, which include housing, other residential stock, non-residential service buildings and offices. As a member of the Asset and Facilities Team, the Asset Manager will assist the Director of Assets and Facilities to ensure all asset management services are delivered to a high standard across all our homes and services, as well as ensuring high quality and efficient maintenance services to our participants.

This will include but is not limited to conducting and managing the stock condition survey programme, building survey reports, defect diagnosis, property inspections, snagging, contract administration, clerk of works duties and providing technical support to colleagues.

Role Overview

Asset Management:

Develop an understanding of the housing stock and the maintenance demand, to be able to manage the delivery of a sustainable investment programmes and effective, efficient maintenance services. Work collaboratively with our colleagues to bring a whole organisation perspective to managing our assets, utilising the knowledge, experience and expertise across the organisation.

New Development:

To support the delivery of new homes and services through the provision and co-ordination of a wide range of services including input into design, specification, building surveys, contract management and providing technical due diligence services as necessary.

Leadership:

Demonstrate strong leadership in the delivery of the asset management services to ensure Peter McVerry Trust continues to provide sustainable quality homes and commitment to the ethos of Peter McVerry Trust (PMVT).

Responsibilities

Stock Condition Surveys

- To manage the stock condition survey programme and assist the Director of Assets & Facilities with the implementation of the Association's Asset Management Strategy.
- Verify current stock condition of the properties and identify all necessary property data information.
- Manage the collated and populated property data information into PMVT asset management system (Kycloud).
- Validate all asset related data currently held and update accordingly.

Responsive Repairs & Maintenance

- Carry out defect diagnosis inspections and prepare reports.
- Undertake pre and post inspections of repair work and producing detailed and accurate reports.
- Preparing schedules of works and specification and obtain quotations for repairs.
- Providing technical assistance to colleagues as required.
- Carry out inspections of void properties and prepare schedule of maintenance to bring properties up to standard.

Responsibilities

Planned & Cyclical Maintenance

- Undertake pre and post inspections of properties and works included in planned and cyclical maintenance programme.
- Attend contract meetings for planned and cyclical maintenance schemes and monitoring progress and performance.
- Prepare specifications and contract documentation for maintenance contracts and advising on the appointment of contractors.
- Manage and supervise of planned maintenance contracts and cost control.
- Assist with carrying out feasibility studies for 'Spend to Save' planned preventative maintenance works.
- Liaise with Participants and Contractors on the cyclical planned programme and quality control.
- Management of service contract providers and inspection of work

Clerk of Works Duties:

- Site inspection and monitoring of contracts, checking all materials and workmanship and certification of material.
- Ensure compliance with contract drawings and specification; measuring and recording all contract variations and carrying out surveys on site.
- Monitoring and assessment of contract programme including liaising with project architect, engineers and site foreman/project manager.
- Awareness of on-site health & safety and liaising with PSDP.
- 'Snagging' inspections prior to handover.

Development:

- Carry out building condition surveys on new property acquisitions and assisting the Director of Assets & Facilities in preparing technical appraisals.
- Tendering, contract administration, inspecting and monitoring of the contractor's work.
- Assist the Director of Assets & Facilities and the Development Team in conducting feasibility studies on new developments.
- Preparing technical appraisals for new development proposals including site inspections, reviewing plans and specifications.
- Carry out and prepare schedule of condition report for new leased units.

General:

- Contribute to the on-going activities of the Asset & Facilities team.
- Collaborate with other colleagues across department and organisation applying "one team approach" at all times.
- Undertake other occasional duties which are consistent with the responsibilities of the post.

Key competencies required

- Teamwork
- Customer Focus
- Interpersonal skills
- Self-starting
- Planning and Organising
- Problem Solving
- Time and Priority Management

Key Skills	Essential	Desirable
<i>Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.</i>		
Minimum of Degree (at level 8 of NFQ) required in Building Surveying or equivalent	√	
5+ Years' relevant experience in a similar technical role	√	
Relevant Professional Membership accreditation (e.g. SCSi, CIOB etc.)	√	
Full driving licence and use of car / Ability to meet the mobility requirements of the post	√	
Project Supervisor Design Process Certification (PSDP) (or capability and willingness to achieve accreditation)	√	
Specialist role related knowledge, especially building surveying & building pathology	√	
Experience in carrying out building and stock conditions surveys.	√	
Defect diagnosis, and the identification of remedial works	√	
Managing a cyclical/planned works maintenance programme	√	
Financial control and budget management skills	√	
Experience of using AutoCAD in preparation of plans and details		√
Experience of housing/asset management-based software	√	
Procurement, supervision and management of construction related contracts and experience	√	
Value for money achievement	√	
Working in a customer focused organisation with frequent customer contact	√	
Willingness to undertake further professional development	√	
Commitment to the ethos and values of Peter McVerry Trust	√	

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers:
[Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256

