

Job Description

Job title:	Planned Maintenance Manager – Asset and Facilities
Department:	Assets and Facilities
Reporting to:	Director of Assets and Facilities
Salary:	€59,408 - €67,978
Hours:	Fulltime
Location:	Dublin or Drogheda

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness.

The Planned Maintenance Manager is responsible for the strategic, forward-looking management of Peter McVerry Trust's housing and property assets. The role ensures that assets are safe, compliant, sustainable and fit for purpose through effective stock condition assessment, lifecycle planning, planned and cyclical maintenance programmes, and compliance servicing.

The post holder provides assurance to the Director of Assets & Facilities and the Board that long-term maintenance and compliance obligations are understood, planned, funded and delivered.

Responsibilities

Asset & Stock Condition Management

- Lead and manage the stock condition survey programme across all housing and non-housing assets.
- Ensure asset data is accurate, complete and maintained within PMVT asset management systems including the asset register.
- Analyse lifecycle data and investment needs to inform strategic asset decisions and regulatory reporting.

Planned & Cyclical Maintenance (Preventative maintenance & Compliance Focus)

- Develop and manage 5, 10 and 30-year planned maintenance programmes.
- Lead all planned and cyclical maintenance programmes from implementation to completion including but not limited to:
 - Fire safety systems servicing and upgrades
 - Mechanical & Electrical servicing and lifecycle replacement
 - Gas safety and electrical testing and certification programmes

Job Description

- Water hygiene and legionella control programmes
- Lifts, emergency lighting and other statutory servicing
- Ensure cyclical compliance servicing schedules are maintained, monitored and evidenced
- Provide assurance that statutory inspections and servicing are completed within required timescales.

Procurement & Contract Management

- Prepare specifications and tender documentation for planned and cyclical maintenance works.
- Manage planned maintenance and compliance contracts in line with procurement policy and delegated authority limits while also ensuring that funding requirements are achieved through various funding models available with consultation between multiple stakeholders including government departments.
- Monitor contractor performance, costs and value for money.
- Where required, act as Project Supervisor Design Process (PSDP).

Risk, Assurance & Reporting

- Maintain oversight of long-term property-related risks and mitigation programmes.
- Contribute to and maintain the asset-related risk register.
- Provide regular reports on planned maintenance, compliance and lifecycle performance.

Cover Arrangements

- Provide management cover for the Responsive Maintenance function during periods of leave or vacancy, ensuring service continuity.
- Strategic accountability remains with the substantive role holder.

General Duties

- Work collaboratively across the organisation using a “one team” approach.
- Undertake other duties appropriate to the role as required.
 - Safety of Staff & Participants
 - Fire safety
 - Mechanical and Electrical safety
- Provide monthly reporting on key areas of works ensuring reports are accurate and concise
- Contribute to the on-going activities of the Asset & Facilities team.
- Undertake any other agreed duties to ensure the provision of the service.

Job Description

Experience required

Key Skills & Knowledge	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 7 of NFQ) required in Building Surveying or equivalent technical qualification relevant to the role	✓	
5+ Years' relevant experience in a similar technical role	✓	
Relevant Professional Membership accreditation (e.g. SCSI, CIOB, CIH 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 in asset management	✓	
Experience procurement / contract supervision	✓	
Experience of monitoring and managing maintenance budgets	✓	
Strong arithmetical, financial control and budget management skills	✓	
Experience of housing/asset management-based software		✓
Value for money achievement	✓	
The ability to monitor team workloads and performance against corporate target and service standards, reviewing and addressing any areas of underperformance	✓	
Working in a customer focused organisation with frequent customer contact	✓	
Ability to work accurately / attention to detail.	✓	
Experience working in a social housing environment		✓
Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives	✓	
Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff	✓	
Willingness to undertake further professional development	✓	
Commitment to the ethos and values of Peter McVerry Trust	✓	

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

Job Description

Other information

All employees are required to adhere to PMVT's policies and procedures including but not limited to;

- Confidentiality: it is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- Equal Opportunities: to implement equal opportunities into your daily practice at all times.
- Health and Safety: to be responsible for your own health and safety and that of your colleagues in accordance with relevant PMVT policies and procedures.
- Child Protection: follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

Benefits

- Attractive Salary
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme Career progression opportunities

How to apply

To apply, please [download the application form](#) available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie along with your CV and cover letter.