

Role Profile

Title	Building Maintenance Engineer (Central Engineering) - Executive Grade 6
Function	Engineering
Department	Central Engineering
Location	O'Connell St Head Office or any Dublin Bus office/depot
Reports to	Executive Engineer (Building and Equipment Maintenance)

Role and purpose

- To provide support to the core function of the department, including maintenance of buildings and fixed equipment in depots and central locations.
- Provide support as required to the Executive Engineer
- Project management of capital funded projects within area of responsibility
- Comply with all Quality, Environmental, Health and Safety policies and procedures.
- Ensure compliance with all relevant Data Protection legislation
- Foster good relationships with employees, trade union representatives and relevant personnel in other departments of Dublin Bus and CIÉ Group of Companies

Working relationships with

Central Engineering department team
Building Maintenance / Clerk of Works team
Engineering teams
All Dublin Bus departments
Trade Unions representatives
External Contractors and other stakeholders

Key Responsibilities

- Keep informed of existing (and new) construction and facilities-related Health and Safety requirements
- Monitor existing function KPI's and establish new ones as required
- Working with Executive Engineer / Building Maintenance (BM) office in tracking and assignment of building and facilities-maintenance tasks
- Working with Executive Engineer / Building Maintenance (BM) office in the delivery of projects and tasks
- Working with Dublin Bus-appointed contractors to ensure maintenance tasks are completed in a timely manner and to a high standard
- Responsible for processing invoices, cost-checking and cost-code assignments
- Responsible for data processing and report generation
- Provide input into specification writing and liaising with Procurement Department for procurement needs
- Represent the Company internally and externally as required

- Participate in ongoing professional development on engineering and safety issues, including external courses of study.
- Progressing and following-up with contractors on planned and unplanned maintenance tasks across all Dublin Bus locations
- Perform other engineering-related tasks as required from time to time.

Competencies: The following competencies represent the set of knowledge, skills and abilities required for the position.

Safety Health and Environment: Promoting safety, health and welfare for our employees and our customers

- Awareness of the safety management system, safety priorities and relevant Health and Safety legislation.
- Identifies possible risks, puts in place appropriate actions to counteract and prevent further risk, and communicates relevant information to appropriate stakeholders, both internal and external
- Awareness of safety issues related to own role, department and activities of team members

Personal Effectiveness: Getting the best return on your potential

- Prioritises effectively and demonstrates disciplined time management
- Attention to detail and the mindset to follow through tasks to completion
- Ability to interact effectively with others and maintain good working relationships across internal departments and external agencies

Creative Problem Solving: The ability to generate innovative solutions to business challenges

- Is open-minded and prepared to view a problem from a number of different perspectives to generate the optimal solution
- Methodically examines all the data to accurately diagnose the issue and considers a range of possible solutions
- Ability to make good decisions quickly and under tight deadlines and pressures
- Views change as a natural progression and is prepared to 'have a go' at trying new ways of doing things to deliver improved performance

Impactful Communication: The ability to engage and influence others to achieve positive outcomes

- Creates a culture of open communication that maintains a climate of mutual trust and honesty
- Is able to articulate clear expectations and required standards in a positive, constructive manner
- Can engage in a compelling manner with a diverse range of audiences

Qualifications and experience

- Level 7 NFQ degree-qualified Engineer (Building Services Engineering preferable)
- Minimum of 8 years industry experience desirable, either from a construction contractor, building services consultancy or facilities management background
- Experience across mechanical, electrical systems in terms of design, standards, installation or maintenance (desirable)
- Experience in fuel distribution / storage systems an advantage
- Experience working directly on clients-own facility sites (desirable)
- Demonstrable experience of interfacing with contractors required
- Knowledge and experience of SAP MM (desirable)
- A knowledge of construction-related Health and Safety standards (desirable)
- Good working knowledge of Microsoft office suite including MS Word, Excel and PowerPoint