**Maintenance Foreman**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Maintenance Foreman**  (Grade Code: 5061) |
| **Campaign Reference** | NRS14662 |
| **Closing Date** | Tuesday 11th March 2025 at 12 Noon. |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Capital & Estates, HSE Dublin & North East**  There is currently one permanent whole-time vacancy available within the Engineering Department, St Mary’s Hospital, Phoenix Park, Dublin.  A panel may be formed as a result of this campaign for **Maintenance Foreman, Capital &** **Estates, HSE Dublin & North East,** from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Chris Donohue, Engineering Officer  **Email :** [christopher.donohue@hse.ie](mailto:christopher.donohue@hse.ie)  **Phone** : 087 6672674 |
| **Details of Service** | The HSE Capital & Estates function provides a range of professional, technical, project management, property, Fire & Safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment.    These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, infrastructural risk and asset management, property services, fire, health and safety issues, energy, and sustainability etc.  The Engineers Department manage the development and maintenance of the facilities in the area. This involves all buildings and their associated mechanical and electrical systems and the grounds of the premises.  The facilities are managed in a manner that ensures a safe working environment for patients and staff. National regulations and best practice are employed to ensure that the highest standards of engineering are achieved.  The Engineers Department works closely with HSE staff to ensure that the optimum conditions are created for patient care.  The Department consists of Engineering Officer, Maintenance Managers, Foremen, Craftsmen, Operatives, Gardeners and Clerical staff.  A team based approach to the work is adopted and all aspects of the service are performed by all staff. |
| **Reporting Relationship** | The post holder will report to the Engineering Manager and Maintenance Manager and will work with all other Engineering Department staff |
| **Key Working Relationships** | * The Maintenance Foreman will liaise with Craftsmen, Clerical staff, facilities management companies, landlord service providers and contractors as required for the delivery of service. |
| **Purpose of the Post** | To assist in providing a quality maintenance service to the patients and staff of the hospital. |
| **Principal Duties and Responsibilities** | **Professional/Technical**  *The Maintenance Foreman will:*   * Supervise the efficient operation and effective maintenance of all buildings and services within the remit of the Engineering Department, visiting work locations and overseeing works as delegated by the Maintenance Manager and other designated Managers. * Supervise and liaise with all trade staff, general operatives and associated trades engaged in the maintenance, repair and alteration of services. * Supervise and control of external/internal contractors i.e. mechanical, electrical and civil, engaged in works, particularly in relation to extensions and alterations of existing buildings and services. * Keep the Maintenance Manager and other designated Managers informed on a planned basis, in relation to energy consumption, plant performance, energy conservation, planned preventive evaluation, trades performance and standards. * Assist the Maintenance Manager and service management in the setting up and implementation of planned maintenance programmes and preventative maintenance programmes, highlighting areas which need corrective attention. * Oversee the maintenance, decoration, upkeep, repair and development of all buildings including mechanical and electrical services, all machinery plant and equipment. * Oversee the repair and upkeep of all boundary walls, fences, roadways, paths, grounds, etc., which are the responsibility of the Maintenance Department. * Be responsible for the ordering or requisitioning of materials etc., required in the execution of their duties. * Be familiar with new technology and be prepared to participate and cooperate in such training courses considered appropriate by the HSE from time to time. * Give full cooperation with future ongoing developments within the Maintenance Department and with changes in work practices as a result of new technology. * Assist the Maintenance Manager and other designated Managers in the preparation of plans for the proper maintenance of all plant and equipment and provide ongoing progress reports. * Be familiar and comply with the requirements of the Health & Safety Act 2005 and ensure that their staff work in a safe manner. * Be responsible for the safe custody, maintenance and satisfactory working order of all tools, plants and appliances, including maintenance vehicles in use in the various workshops and other departments under their control. * Ensure all premises under HSE remit comply with statutory fire, health and safety obligations. * Assist with testing of all fire detection equipment and firefighting equipment in association with the Fire and Safety Officer. * Plan and supervise existing or proposed rota arrangements with the Maintenance Manager. The Maintenance Foreman may be required to work overtime or flexi-time occasionally. * Assist in various programmes on energy conservation. * Be expected to co-operate with the implementation of new technology. * Participate as required in carrying out work other than supervision, this may include day to day hands-on repair. * Carry out such duties as may be assigned to them from time to time by a nominated officer, including various other nominated managers.   **Education & Training**  *The Maintenance Foreman will:*   * Undertake training as required to enhance their ability and safety at work. * Monitor manual handling and all mandatory training. * Assist in identifying the training needs of staff under their supervision. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Financial**  *The Maintenance Foreman will:*   * Ensure value for money in purchasing of materials and awarding contracts. * Issue Purchase Orders and process invoices as may be assigned. * Assist the Maintenance Manager and other designated Managers in the preparation of budgets for energy and general maintenance. * Adhere to approved procedures for quotations, ordering and processing of payment.   **Management / Administration**  *The Maintenance Foreman will:*   * Manage staff, materials, equipment, finances and contractors associated with the Engineering Department. * Tender for contracted services, as required. * Manage the maintenance service within allocated budgetary constraints. * Plan, organise and control the work such that a continuous and quality service is provided to the hospital. * Maintain good outward communications with medical personnel, patients, senior management and committees. * Motivate Engineering Department staff and develop good staff relations. * Promote a quality working environment within the Engineering Department. * Undertake line management responsibility for personnel in accordance with HSE policies on Managing Attendances and Disciplinary Procedures. * Keep log books and service records as required and submit for checking. Keep drawings and manuals properly stored and revised when required. * Maintain records associated with staff, timesheets, work requisitions, roster of duties and work in progress etc. * Maintain Safety Statements and assist in carrying out risk assessments. * Act in a higher capacity from time to time as required. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must by the latest date for of application:**   1. **Professional Qualifications, Experience etc.** 2. Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Mechanical, Electrical or Civil Services.   **Or**   1. Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft – Carpentry & Joinery (or equivalent qualification).   **Or**   1. Possess the National Craft Certificate issued by FETAC.   **Or**   1. Possess the Senior Trades Certificate issued by the Department of Education.   **And**  (b) Have a minimum of 3 years post qualification / apprenticeship experience in maintenance of industrial, commercial and domestic type buildings.   1. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of supervisory experience as relevant to the post including: * Experience in the maintenance of large scale and complex buildings and associated plant. * Experience in the construction and maintenance of complex buildings  Have successfully undertaken or be willing to undertake the Solas Safe Pass Health & Safety Awareness Training Programme, or equivalent approved training programme in line with service need. (Please note if you have not undertaken this training, you will be required to successfully complete this training on taking up the post)As this post may involve the driving of HSE owned vehicles, the successful candidate is required to hold a full unendorsed Drivers Licence (Category B). |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as this post will involve frequent travel between sites. * Some overtime may be required to be performed periodically as the service is a 24 hour facility. * The Maintenance Foreman may be required to participate in emergency call outs aligned to the foreman role or relating to their trade. * The Maintenance Foreman shall be required to carry a HSE mobile phone during working hours. * Due to the nature of the business of the service, some of the works will be conducted outdoors (on roofs etc.) and in difficult weather conditions. The post holder will be required to work in all weather conditions when requested to do so, or when circumstances dictate. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Technical / Professional**   * Demonstrate sufficient knowledge in the required discipline. * Demonstrate knowledge of construction, environment and building technology, mechanical and electrical services including their installations, building maintenance, maintenance management issues, practice and procedures. * Demonstrate knowledge of current regulations regarding building, fire, electrical, and gas installations. * Demonstrate knowledge of Building Management Systems. * Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post. * Demonstrate evidence of project management skills encompassing all streams of work appropriate with key responsibilities. * Demonstrate evidence of experience and ability to perform hands-on maintenance repair work on equipment with tools, if required. * Demonstrate the ability to read and interpret architects’/engineers’ drawings, specifications and technical directions. * Demonstrate the ability to develop and write technical engineering reports. * Demonstrate the ability to design and implement structured policies and systems for the management of service and maintenance of hospital equipment and systems. * Demonstrate knowledge and experience of managing budgets; including the ability to adhere to deadlines within budgetary levels. * Demonstrate evidence of experience in control and supervision of staff and record keeping. * Demonstrate evidence of computer skills including the use of Microsoft Word, Excel, e-mail and the internet, as relevant to the role. * Demonstrate awareness of relevant standards, policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.   **Leadership & Team Skills**   * Demonstrate leadership and team management skills, including the ability to work within a multidisciplinary team. * Demonstrate the ability to work on own initiative; without close supervision. * Demonstrate the ability to advise multidisciplinary and management teams on equipment related issues.   **Planning & Organising Skills**   * Demonstrate evidence of effective planning and organising skills including awareness of value for money in the performance of work and the ability to carry out duties to best practice. * Demonstrate experience of the development of work schedules for personnel and contractors. * Demonstrate experience of the development of planned maintenance programs and method statements. * Demonstrate experience in working effectively under pressure. * Demonstrate the ability to manage deadlines and effectively handle multiple tasks.   **Problem Solving & Decision Making**   * Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. * Demonstrate the ability to work within a multidisciplinary team to resolve problems and implement solutions.   **Commitment to Providing a Quality Service**   * Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff. * Demonstrate the ability to contribute to the development of the service.   **Communication & Interpersonal Skills**   * Demonstrate effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * Demonstrate the ability to receive and implement instructions in an effective and efficient manner. * Demonstrate the ability to communicate effectively with other staff members to coordinate works and update on progress of works. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Maintenance Foreman**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post (as at 01/10/2024) is:  €51,854, €52,412, €52,683, €52,984, €53,269, €53,419, €53,563, €53,710, €53,859, €54,094, €54,273, €54,714  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| Probation | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)