

**Reports to:** Facilities Manager

**Location:** Dundrum, Dublin 14

**Contract Type:** Full Time - Temporary

**Salary:** DOE

### **JOB SUMMARY**

The Facilities Assistant provides support to the Airfield Team to provide a safe, clean and secure environment for our visitors and employees. Require flexibility to work both weekdays and weekends.

### **BACKGROUND**

Airfield is a 38 acre working educational farm and gardens located in Dundrum, Dublin 14. We provide a wide range of programmes and activities that aim to promote an understanding of agriculture, horticulture and the link between farming and food production. Our working farm is open to the public 7 days a week; and we run several experiential education programmes for schools and visitors concentrating on farming, gardening and the natural world.

Our aim is to inspire people to connect with farming and gardening and we are looking for a passionate, energetic person to work as part of a team.

### **MAIN RESPONSIBILITIES**

- Responsible for the maintenance and upkeep of all buildings, equipment and facilities
- Responsible for the overall cleanliness of all organisation's facilities
- Maintain and complete repairs to structures, plumbing and electrical systems.
- Conduct regular inspections of the site, facilities and equipment to assess conditions and readiness for visitor use.
- Detail and complete maintenance requirements.
- Undertake configuration and setup duties for all meeting and events liaising with the Events Dept.
- Promote Health & Safety throughout the organisation
- Ensure site and building security.
- Escorting and assist service providers and contractors on site when required.

- Complete open and lock up procedures across the site.
- Ad hoc duties when required.

**PERSON SPECIFICATION Likely Qualifications, Knowledge & Experience**

- Trade Experience Required (*Carpentry, Electrical, Masonry, Plumbing*)
- Ability to handle multiple requests, prioritise duties and working in a fast-paced environment.
- Strong communication skills both verbal and written.
- Ability to work to deadlines.
- Dependable and flexible
- Ability to work as part of a team who values integrity, inclusiveness, respect and sustainability.
- IT literate
- Full clean drivers' licence
- Ability to remain calm and courteous in all circumstances

- Team player
- Dynamic – ability to bring energy to the organisation.
- Interpersonal skills
- Ability to self motivate in a fast moving, changing and challenging business organisation.
- Ability to interface effectively with all levels throughout the Organisation and its stakeholders.
- Personal impact (e.g., high personal credibility, influencing skills, tough minded, networking, advocacy, etc.).
- Detail oriented
- An empathy with the outdoors