**Cavan GAA**

**(Coiste Bhreifne Úi Raghallaigh)**

Recruitment For the Position

of

CARETAKER/Maintenance Supervisor

KINGSPAN BREFFNI

Closing Date for REceipt of APPLICATIONS:

5pm- Friday 18th february 2022

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### **The Competition:**

Applications are invited for the position of Maintenance Supervisor for Kingspan Breffni. The position is full-time & permanent, subject to the successful candidate completing a satisfactory probationary period.

### **The Role:**

The role of the Maintenance Supervisor is to assist with, organise and oversee routine and planned maintenance, upkeep and security of the Kingspan Breffni GAA Grounds. The role will also incorporate the upkeep and maintenance of the Polo Grounds development, when complete.

### **Duties and Responsibilities:**

The person employed shall have overall responsibility for the maintenance of the Kingspan Breffni complex. He/she will be required to both supervise and work as part of a team. The team consists of part-time Caretakers, Community Employment & similar type Scheme Employees. The duties and responsibilities pertaining to the role shall be such as may be assigned to the successful candidate from time to time by the Employer. The following is a non-exhaustive list of duties and responsibilities:

* Supervise and organise work programmes for Caretakers & Community Employment Scheme Employees
* Ensure that all records, time sheets, work rotas, are completed and maintained
* Oversee all ground preparations for games and other activities in Kingspan Breffni
* Ensure that all buildings, offices, grassed areas, terracing, dressing rooms, stands, car parks, turnstiles etc, are maintained and kept clean
* Ensure that routine, preventative & planned maintenance of playing pitches, grounds & equipment is carried out regularly and recorded
* Ensure grounds are opened and closed as required
* Ensure all health & safety requirements in relation to maintenance works and the safety of Employees are complied with and recorded
* Manage & liaise with external contractors as required
* Ensure that appropriate records are maintained in relation to service contracts, routine inspections and health & safety
* Ensure that adequate stocks of maintenance materials are available at all times
* Undertake such training relating to the position as may be required from time to time
* Undertake any other such projects or responsibilities as may reasonably delegated by Employees Manager from time to time.

**Qualifications for the Post**

### **CHARACTER**

Candidates must be of good character.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. The successful candidate will be required to undertake a medical examination prior to appointment.

### **EDUCATION, experience, training**

Candidates shall:

**(a)** Have a good general standard of education

**(b)** Hold a full current driving licence for category B vehicles

The ideal Candidate should demonstrate:

* Satisfactory experience relative to the duties outlined.
* A good working knowledge and previous experience in Safety, Health & Welfare at Work
* Good organizational skills
* Good interpersonal & communication skills

A trades background is desirable but not essential for the post.

**details and Particulars**

### **Probation**

Employment will be subject to a six month probationary period. During the probationary period the Employees suitability for, and performance of his/her role will be assessed. The Employer may at its discretion extend the Employees probationary period by an additional period of up to five months. Where service during the probationary period, or such extended period as is granted by the Employer, is deemed unsatisfactory the Employer shall terminate the employment.

### **Remuneration:**

€36,000 per annum

### **Working Hours**

The working week shall be 39 hours. While the normal working week will be Monday to Friday, given the nature of the employment, the Employee will be required to work on occasion at weekends. Where the Employee is required to work hours outside the normal working week time in lieu will apply.

### **Annual Leave:**

The Employee will be entitled to 20 days annual leave plus bank holidays

### **Residence:**

The Employee will be expected to reside at an address within a reasonable distance of his/her place of work.

### **GARDA VETTING**

Prior to appointment the successful candidate will be required to comply with Garda vetting requirements.

### **PENSION Contribution**

The Employer does not operate an occupational pension scheme. The Employer will facilitate access to a Personal Retirement Savings Account.

### **sHORTLISTING**

Candidates may be shortlisted for interview on the basis of information supplied on the candidate’s application form. It is important therefore that the candidate provides a detailed account of his/her qualifications and experience on the application form.

### **interview**

At interview candidates will be assessed under the following headings:

* Knowledge & Experience relevant to the post
* Planning & Organisational skills
* Knowledge of Health & Safety
* Personal Effectiveness /Communication/Interpersonal skills

### **closing date**

Completed application forms should be submitted to: The Secretary, Kingspan Breffni, Creighan, Cavan, H12 HX02. The closing date for receipt of applications is 5pm on Friday 18th February 2022. Late applications will not be accepted.