

## Buildings & Estate Technician

### Job Specification & Terms and Conditions

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| <b>Job Title and Grade</b>    | Buildings & Estates Technician  |
| <b>Closing Date</b>           | 3 April 2026  |
| <b>Location of Post</b>       | Oberstown Children Detention Campus   |
| <b>Contract Type</b>          | Permanent Contract  |
| <b>Salary Scale</b>           | The salary for this post ranges from € 52,236 to € 62,484 per annum. Secure Unit Allowance of €2,729.49 pro rata per annum.   |
| <b>Working Hours</b>          | Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week.   |
| <b>Annual Leave</b>           | 30 days annual leave pro rata   |
| <b>Reporting Relationship</b> | The person appointed to the position of Buildings & Estate technician will report to the Buildings and Estate assistant and be accountable to the Buildings & Estate Manager. |
| <b>Purpose of the Post</b>    | To provide efficient and high quality maintenance services and record keeping in line with the direction of the Buildings and Estates Manager / and Buildings & Estate team.  |

## Principal Duties and Responsibilities

- Assist in maintaining all Campus buildings (interior & exterior) in an outstanding condition of readiness.
- Be able to operate all types of equipment.
- Be accountable for all tools and ensure stock of equipment is kept in proper state of repair in accordance with safety standards.
- Comply with Health and Safety legislation when performing assigned responsibilities.
- Be required to work mainly on their own and will be required to complete task associated with completing that requisitions.
- Be required to under take the completion of small refurbishment projects and new installations.
- Attend to maintenance and routine repairs of existing fitted furniture, renovations, locks, doors windows, glass replacements, roofs, valleys, barges, ridge tiles, floor tiles, showers, facia and soffit, gutters and down pipes.
- Assist in the drawing up of planned maintenance programme in consultation with the Buildings & Estate assistance and manager as required.
- Carry out the installation and fabrication of fitted presses, cupboards and shelving.
- Carry out inspections, repairs, maintenance upgrade to advanced security window and doors system.

- Perform repairs on locking mechanism, hinges, glazing beads, seals, control and reinforcement components.
- Upgrade existing windows and doors to enhanced security specification.
- Install high security windows and doors units accordingly to manufacturer and regulatory specifications.  
Carre out adjustments to windows and doors to ensure smooth operation.
- Carry out first and second fixing for minor building work.
- Carry out fault finding and repairs.
- Carry out planned preventative maintenance programmes, equipment checks, inspections and plant operational and performance log readings as set out by the Buildings & Estates Manager or designate.
- Assist where required, other trades with maintenance duties.
- Be required to carry out fire door checks and resolve any deficits in line with fire policy.
- Operate and carry out planned preventative maintenance programme as set out by the Buildings & Estate Manager.
- Operate and work with new technology and provide and maintain such written and computerised records as required from time to time.
- Report to the Buildings & Estate Manager or designate and carry out such duties as are delegated by them for the maintenance and upkeep of the buildings and grounds identified.
- Participate in the management of new developments projects as and when required.
- Be required to work in adverse conditions or in emergency situations as directed.
- Liaise and work with outside contractors, as and when required.
- Perform maintenance of the building fabric and the campus grounds, where required.
- Be required to assist and train other team members.
- In line with core principles of an integrated workforce, the person employed will carry out any cross trade duties if and when required.

**The above duties are not intended to be a comprehensive list of all responsibilities 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 to time, and to contribute to the development of the post while in office.**

### Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

## Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

### Commitment to providing a Quality Service

- Demonstrates a strong commitment to the delivery of quality service.
- Display awareness and appreciation of the young person and the ability to empathise with and treat others with dignity and respect.
- Demonstrates integrity and ethical stance.
- Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

### Teamwork

- Demonstrate the ability to work on own initiative as well as part of a team.
- Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
- Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues.

### Problem Solving & Decision Making

- Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
- Shows sound professional judgement in decision-making.
- Uses a range of information sources and knows how to access relevant information to address issues.
- Demonstrate resilience and composure in dealing with difficult situations.

### Communications & Interpersonal Skills

- Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
- Demonstrates the ability to influence others effectively.
- Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
- Maintains effective working relationships with other departments and contributes to multidisciplinary quality and service improvement meetings.

### Specialist Knowledge, Expertise & Self Development

- Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post.
- Demonstrate evidence of workshop machinery skills and in particular be able to demonstrate knowledge of safe working practices with machinery.

- Demonstrate a commitment to continuing professional development.
- Demonstrate a willingness to develop IT skills relevant to the role.

## Eligibility Criteria Qualifications and/ or experience

### Qualifications

The selection criteria below outline the qualifications, skills, knowledge and/or experience that the successful candidate will need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

### Essential Criteria

- Possess a QQI level 6 or higher **or**
- Possess the National Craft Certificate or
- Possess the Senior Trades Certificate or
- Possess a Level 3 Technical/ Trade qualification or equivalent or
- Candidates must possess the requisite technical knowledge and ability, including a high standard of suitability for proper discharge of duties
- Experience of working with children and particularly of working with children in challenging situations (**desirable**).

## Application and Selection Process

### How to apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
- Confirmation of whether you hold a current, full, clean driving licence.
- Disclosure of any criminal convictions, where applicable.

In order to apply for the post of **Buildings & Estates Technician**, please forward the above requested information via email to [RecruitmentMail@oberstown.com](mailto:RecruitmentMail@oberstown.com) **before 3 April 2026 @ 5pm**.

## Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- competitive interview.

## Shortlisting

Shortlisting will apply CVs will be assess against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on your CV and Cover Letter.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – YOU WILL NOT RECEIVED AN EMAIL IF YOU HAVENT BEEN SHORTLISTED FOR INTERVIEW**

## Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

**Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.**

## Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

### Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

### Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

### Character

Each candidate must be of good character.

### Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

## Other requirements of the role

### Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.