



## Job Description

The Royal Dublin Society's International Convention and Exhibition Centre is Ireland's premier venue for meetings, conferences, exhibitions, trade and public shows, entertainment and sporting events. It was founded in 1731 to support Ireland to thrive economically and culturally. Funded by its commercial operations, the RDS fulfils its mission through its philanthropic work programme that spans across science & technology, the arts, agriculture, enterprise and equestrianism.

<b>Title:</b>	Electrician
<b>Reporting to:</b>	Deputy Chief Executive Operations or his nominee
<b>Job Purpose:</b>	The role will focus on planned preventative and reactive maintenance and minor installations works projects

### Key Responsibilities

1. Assist in the preparation and implementation of Planned/Reactive Maintenance Service plans and tasks.
2. Carry out day to day planned preventative and reactive maintenance tasks.
3. Operate the BMS System (Cylon) to include scheduling and maintenance of system.
4. Assisting with the management of external contractors, surveyors, engineers, architects and other construction professionals on an ongoing basis.
5. Assist in the management of snag list of all building's services and infrastructural requirements across the RDS.
6. Assist RDS colleagues such as the RDS Maintenance and grounds staff with reactive and proactive tasks.
7. Participate in any other RDS projects, events, activities or duties in line with the business objectives of the Society and as directed by the DCE Operations and/or Chief Executive.

This is not a full and final list of responsibilities, you may be assigned additional duties from time to time in line with the business objectives of the Society and specifically you will be assigned additional tasks related to the Annual Dublin Horse Show Event.

## **Person Specification**

### **Personal Attributes & Skills**

- Ability to troubleshoot quickly on his/her feet with sound judgement and excellent attention to detail;
- Motivated individual with initiative and common sense who can work well under pressure;
- Strong skills and familiarity with industry specific software e.g. BMS Systems such as Cylon, excel and outlook;
- Excellent verbal and communication skills and the ability to interact well as part of a team.

### **Experience**

- At least 7 Years' Experience in Electrical Maintenance;
- Demonstrable experience in a service orientated, customer focused organisation preferably a venue of a similar size and status;
- Experience with Helpdesk Systems would be an advantage.

A flexible working approach is required. Normal working hours are 8am to 5pm Monday to Friday but there will be a regular requirement to work outside of these stated hours including being on standby and working one weekend in four for which time in lieu will be afforded.

Note: Own transport, full driving license and living in greater Dublin area is important for carrying out this role effectively.