



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.

Job Title: Project & Building Services Engineer

Reporting to: Deputy Chief Executive (DCE) Operations

Job Purpose: The role will focus on ensuring appropriate project, infrastructure and facilities plans are in place and implemented to enable the progression of the Society while reducing the risk of business interruption by eliminating where possible failures in heating, electrical and water systems across the RDS. The role will also involve the management of renewals, repair and refurbishment projects.

Key Responsibilities

1. Oversee the analysis and design layout of RDS buildings utilities distribution systems, waste, foul and gas infrastructure, identifying relevant requirements and addressing issues as required.
2. Assist in the preparation, alignment, implementation, and procurement of Facilities, Planned/Reactive and Preventative Maintenance Service Contracts.
3. Design and implement appropriate plans to ensure building services compliance is achieved across the RDS with a focus on life safety systems.
4. Carry out tests in line with best practice and statutory obligations on building systems and make necessary recommendations and implement changes where required.
5. Provide technical support and assistance to all RDS Staff and implement resolutions on building services or fabric issues across the RDS Estate.
6. Monitor the installation of building services and infrastructure by third party contractors ensuring all RDS systems are compliant and installed to the appropriate standards.
7. Management of external contractors, surveyors, engineers, architects and other construction professionals on an ongoing basis.
8. Project management of repair, renewals and upgrade projects across the RDS Estate.
9. Assist the RDS team in promoting and implementing energy efficiency plans and other sustainability initiatives across the RDS.
10. Manage and maintain a snag list of all building's services and infrastructural requirements across the RDS.
11. Carrying out tasks associated with the Annual Dublin Horse Show as directed by the DCE Operations.
12. 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.

Person Specification

Personal Attributes

- Motivated individual with initiative and common sense who can work accurately under pressure to tight deadlines with a proven ability to prioritise;
- A strong team player with the ability to build and maintain positive working relationships internally and externally;
- Ability to multitask and troubleshoot quickly on his/her feet with sound judgement;
- Conscientious and organised with excellent attention to detail.

Work Experience

- At least 3 years' experience in a similar position in a service orientated, customer focused organisation preferably a venue of a similar size and status;
- Good working knowledge of health & safety;
- Demonstrable experience in a similar environment advantageous.

Skills

- Strong skills and familiarity with industry specific software such as AutoCad or MS Project;
- Excellent interpersonal and communication skills;
- Strong planning, organisational and project management skills;
- Good analytical and problem-solving skills.

Qualifications

- Relevant third level qualification in building services, electrical or mechanical engineering.

A flexible working approach is a must within a site that operates up to 24 hours a day and 7 days a week. There will be a regular requirement to work outside of office opening hours including being on standby/working at least one weekend in four.

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