

Facilities Foreman

U.S. Embassy Dublin invites applications from qualified persons for the position of **facilities foreman**.

The successful candidate is responsible for supervising the implementation of a planned preventative maintenance program and routine day-to-day maintenance activities to maintain the facilities, buildings, equipment and grounds of the Ambassador's Estate in a showcase condition at all times. The facilities foreman will supervise, coordinate and direct the activities of the grounds maintenance staff.

Qualifications Required:

- Completion of Secondary School and successful completion of City and Guilds trade certs required.
- Minimum of 5 years supervisory experience in all aspects of facilities and grounds maintenance in a multiple facility portfolio.
- Experience with underground and overhead utility services, coordinating and supervising a wide range of building services contractors, and management of turf and horticultural landscaping activities.
- Sound working knowledge of all the facilities and grounds maintenance related disciplines including horticultural and turf management.
- Knowledge of a computer based work order program system.
- Good working knowledge and practice of the current Health and Safety at Work Act.
- Ability to administer an effective facilities maintenance and grounds management program.
- Ability to efficiently manage and utilize the manpower and resources available at the Ambassador's Estate.
- A full clean driving license.
- MS Office experience.
- Fluent English – written and spoken.

Salary: €37,445 per annum.

Applications should include the following:

- **Universal Application for Employment UAE/DS0174:** Embassy application form – available from the Embassy web page or from the HR Office, telephone 01-6306200 ext. 6247/6245.
- **Also, a copy of your current curriculum vitae/resume** which should include current day time telephone number.
- **Evidence of U.S. Veteran Preference, if applicable** – a copy of DD214. Please do not send originals.
- **Evidence of qualifications** – copy of certificates. Please do not send originals.
- **All applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.**

Please note that if your application package is incomplete, you will not be considered further for the vacancy.

Application packages will be accepted by **post** to:

Human Resources Office
U.S. Embassy,
42. Elgin Road,
Ballsbridge,
Dublin 4.

Alternatively, send complete application packages by **email** to DublinHR@state.gov

Please ensure documents are in Microsoft Word and/or Adobe Acrobat PDF format.
Applications received in formats other than those specified **will not** be accepted.

Hand delivered applications **will not** be accepted by the Embassy.

Closing date for receipt of applications: 5pm on April 12, 2014
Applications received after this time will not be considered

The U.S. Mission in Dublin, Ireland is an equal opportunity employer.