



St. Francis Hospice

JOB DESCRIPTION

MAINTENANCE FOREMAN – CHARGE HAND

PERMANENT CONTRACT

1 WTE

JOB REFERENCE: 2026 – 020
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1. JOB PURPOSE

The maintenance foreman is directly responsible for the management of all day-to-day maintenance request and planned preventative maintenance works.

2. ACCOUNTABILITY

The position reports to and is accountable to the General Services Manager or other designated officer in all matters relating to the job. This is a multidisciplinary post.

3. KEY DIMENSIONS

Direct reporting to the General Services Manager.

Key relationships that will influence the success of the role: External Suppliers, All SFHD team members, SFHD volunteers, external contractors and clients.

4. OPERATING ENVIRONMENT

Contractual Hours: 39 hours per week

Hours of work: The post holder will be working 5 days per week from Monday to Friday 8:00am to 4:30pm. Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: This position for SFHD operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the General Services Manager.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale 1st February 2026
5088 Charge hand

44,703	46,030	48,987	49,481	49,718	49,981	50,229	50,357	50,482	50,608	50,739	50,943	51,101	51,483
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Annual Leave: 24 days per annum.

Pension Scheme:

Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the “SPSPS”)

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Hold a third level qualification to a minimum standard of Higher Certificate (Quality and Qualifications Ireland Level 6), in Mechanical, Electrical or Civil Services. <p>Or</p> <ul style="list-style-type: none"> Possess a Quality and Qualifications Ireland (QQI) Level 6 (or higher) Advanced Certificate Craft Carpentry & Joinery (or equivalent qualification) Possess the National Craft Certificate issued by FETAC Possess the Senior Trades Certificate issued by the Department of Education. 	
Experience	<ul style="list-style-type: none"> Have a minimum of 3 years post qualification / apprenticeship experience in maintenance of industrial, commercial and domestic type buildings. Ability to operate across all disciplines of maintenance at trade level demonstrating a good technical knowledge of all engineering and building services within the Hospice environment. 	
Other	<ul style="list-style-type: none"> Full driving license 	

CORE COMPETENCIES

- Demonstrate knowledge of current Building Regulations.
- Demonstrate knowledge of the Built Environment.
- Demonstrate ability to interpret architects drawings, specifications and technical directions.
- Demonstrate evidence of computer skills including Word, Excel and E-mail.
- Demonstrate effective interpersonal and communication skills.
- Demonstrates a pro-active and diagnostic approach.
- Demonstrate effective problem solving and decision making skills including working within a multidisciplinary team to resolve problems and implement solutions.
- Ability to compile high quality reports on all aspects of engineering/building maintenance and recommend actions for improvement.
- Ability to work under the constraints dictated by the core operation of St Francis Hospice and meet deadlines.
- Ability to work on own initiative and use discretion to achieve optimum results.

- Ability to plan and manage resources effectively and efficiently.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of Maintenance Foreman includes but is not limited to:

- Ensure that work mobile is working and carried at all times during hours of duty.
- Support the hospice in its 24/7 service. Be willing to report to the Hospice outside of normal working works for emergency duty
- Supervise and monitor external contract multi-disciplinary maintenance teams in the delivery of required works hospice wide to include electrical/mechanical services, building fabric and grounds.
- Have an oversight of the management of staff or contractors within General Services, reporting any issues of concern or escalation requirement to the General Services Manager.
- Operate at trade's level with good technical knowledge of the service required. Carry out maintenance tasks when the need arises.
- Completion and monitoring of the fire safety register
- Cleaning of A/C units on a scheduled basis
- Completing and monitoring of portable appliance testing when required
- Operate at management level with links to various hospice staff across a wide service provision.
- Maintain all property and installations in an efficient manner
- Ensure that comprehensive maintenance schemes and work programmes are carried out satisfactorily.
- Review and actively participate in the method statement process for contracted works.
- Ensure all Planned Preventative Maintenance Programmes are carried out in a timely manner and all issues/faults are reported to the General Services Manager.
- Ensure all staff and external contractors adhere to both Hospice policies and national health and safety standards.
- Ensure all external contractors have the pre-requisite current public liability, employers liability and health and safety policy and any risk assessments and method statements required in place prior to work on site
- Supervise all corrective and reactive maintenance works from request to sign off.
- Report immediately any irregularities, which might adversely affect the performance of assigned duties.
- Develop a system for documenting records, which may be required from time to time.
- To maintain and preserve all O&M manuals related to St Francis Hospice and are kept up to date.

- To operate light or medium transport vehicles to deliver or transport materials or equipment, load and unload as required.
- To ensure general yard areas, walk areas and waste storage areas are tidy and free of debris, litter, etc at all times and to assist in the recycling programme as required.
- To ensure that paths, walkways and pedestrian areas are salted, gritted during the winter months, and maintained in a safe manner.
- Ensure that the water features are operational and kept clear of debris.
- Ensure that sewers, drains, WCs, WHBs and showers and wastes are kept clear, free from obstruction, and assist in their clearance as and when necessary.
- Carry out remedial works or emergency isolations as and when required.
- Ensure all leaks are repaired in a timely manner as they are observed or reported.
- Ensure that plant and plant rooms are maintained to a safe and satisfactory standard and kept clean at all times.
- Ensure that the emergency generator runs on a fortnightly test basis and preventative maintenance and service is carried out and logged.
- Ensure Medical oxygen stocks are maintained at all times at an appropriate level.
- Ensure Medical oxygen and suction plant and equipment are maintained and advise the General Services Manager of any faults or defects.
- Ensure repairs to medical equipment is completed to a satisfactory manner and in compliance with manufacturer's requirements.
- Ensure the Legionella Policy is adhered to; legionella flushing is carried out, records kept and the Water Services manual is kept updated.
- Ensure all records pertaining to Dangerous Goods/Clinical Waste/Chemicals are maintained and kept up to date.
- Monitor all maintenance equipment and advise the General Services Manager of any faults and defects.
- To be proficient and versatile in the safe usage of all standard tools and test equipment
- Supervise the Building Management System to enable the monitoring of plant performance and efficiency.
- Review and participate in the method statement process for contracted works
- Work collaboratively with Infection Prevention Control and Health & Safety functions to protect patients, staff and members of the public
- Work collaboratively with General Services Manager to manage and operate all planned preventative maintenance programme effectively.
- Operate effectively at trade and management levels across the hospice wide service delivery.
- Plan and manage all minor installations and refurbishments.
- Arrange for the purchase of such materials and supplies as are necessary for the completion of all works
- Supervise external contractors engaged in both maintenance and minor capital works
- Provide technical advice and engage with external contractors and design teams on all development projects.
- Assist in the preparation of specifications, schedules of materials, cost estimates, work programmes and technical drawings

- Manage and operate the maintenance request logging system including the distribution and sign off of works
- Manage stock and sign off on the distribution of materials for associated works.
- Work collaboratively with the General Services Manager to deliver efficiencies which lead to cost savings and improvement plans.
- Work collaboratively with the General Services Manager in introducing new structures and reporting lines within the department.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by the General Services Manager or other designated officer in all matters relating to the job.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: