Peamount Healthcare
Athshlánú Rehabilitation
Cúram Cónaithe Residential
Comhphobail Community

Job Specification and Terms & Conditions

Job Title & Grade	**Facilities Foreman**
Campaign Reference	**RQ1152**
Closing Date	Monday, 23rd November 2026
Proposed Interview Date	To be confirmed. At least one weeks' notice will be provided. Candidates are expected to make themselves available
Taking Up Appointment	Successful applicant(s) must be available to take up the role within a reasonable timeframe
Informal enquires	Craig Rahem E: crahem@peamount.ie
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. **Diversity, Equity and Inclusion Statement** In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: **Person centred** – seeing each person as unique, giving them a voice and focusing on ability. **Respect** – creating a supportive environment where everyone is given courteous and respectful care and support. **Excellence** – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement. **Team working** – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements. **Quality improvement** – supporting teams to embed continuous improvement methodology as part of everything we do.

	Education & Research – partnering with academia to support education, learning, research and evidence-based care.
Reporting Relationship	Facilities Manager
Purpose of Post	The post holder is required to assist the Facilities Manager with the implementation and the provision of services to support the development, maintenance, upkeep and repair of both the internal and external physical infrastructure of the entire Peamount Healthcare campus including Peamount Farm.
Eligibility Criteria Qualifications & Experience	**The above Job Specification is not intended to be a comprehensive list of all duties 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.**

Eligibility Criteria

Criteria	**Essential**
Duties & Responsibilities	Manage craftsmen, general operatives and other relevant grades under the remit of the Facilities Department, providing feedback, coaching, and mentoring to team members. Manage assigned small/minor works from commencement to completion. Carry out various maintenance, repair, and installation works. Deputise for Technical Services personnel when required. Manage contractors on site, ensuring contractors induction is completed. Ensure maintenance works are carried out to a high standard. Manage and undertake daily tasks generated through the daily work order system and sign off when complete. Assist with carrying out periodic testing of systems under the remit of the Facilities Department. Manage and maintain building comfort levels by monitoring BMS system. Assist with emergency preparedness planning and practice Coordination of relevant in-house and contractor PPM activities, including completion and logging in the appropriate timelines. Co-ordinate scheduled water systems maintenance in accordance with the site Legionella control plan.

	☐ Participate in On-Call Roster as and when required. ☐ Assist in ensuring a collaborative and transparent relationship exists between the Health & Safety Department and the Facilities Department to ensure compliance with Health & Safety Legislation and local campus rules. ☐ Assisting with emergency preparedness planning and practice. ☐ Carry a designated phone and pager for communication purposes and enacting the appropriate response. ☐ React and assist in Fire Alarm Activation and other unforeseen emergencies. ☐ Be willing to participate with all future technology developments relevant to the department e.g., CMMS ☐ Be competent and willing to undertake plumbing and basic electrical tasks when required. ☐ Manage workshop and technical stores to ensure they are kept safe and clean and manage the ordering of required materials for the department to ensure a timely delivery of spare parts and materials. ☐ Ensure all staff have received appropriate training on all equipment and tools. ☐ Assist with implementation and updating, under the guidance of the Facilities Manager and/or designees, SOPs related to the Facilities Department. ☐ Plan daily and weekly tasks and delegate to the relevant team members. ☐ Manage team members' timekeeping. ☐ Undertake and supervise work on behalf of Peamount Housing Ltd as and when required. ☐ Be available and flexible to work outside of normal working hours to fulfil the demands of the role. This job description does not contain an exhaustive list of duties, and the post-holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and organisational policies as may be determined by management.
Qualifications	☐ Have completed at least 5 years' post apprenticeship in a relevant technical trade. ☐ Have a full clean driving licence. ☐ Have the relevant computer proficiency/literacy skills.

Experience	Have previous experience managing a multi-disciplinary team in a facilities/maintenance environment. Have previous experience in Healthcare. Be competent in various aspects of building works/services (e.g., minor plumbing/electrical). Be able to work on own initiative. Have a broad technical knowledge. Possess excellent problem-solving skills. Have good written and verbal communication skills. Be organised and have the ability to prioritise tasks – particularly when under pressure. Have good interpersonal skills with the ability to communicate to a high standard.
Skills, Competencies and Knowledge **Other requirements specific to the post**	Communication Skills, Teamwork, Safety & Compliance, Technical Knowledge & Problem Solving, Managing Conflict in the Workplace. **Education and Training** • Participate in mandatory training programmes.
	Governance & Accountability • Ensure the agreed standards, practices, policies, and procedures are in operation.
Principal Duties & Responsibilities Campaign Specific Selection Post	Eligible candidate must be capable to perform all the roles and responsibilities mentioned in the essential criteria. A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview depending on the service needs of the organisation.

The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.

The job description is a guide to the general range of duties assigned to the post holder. It is

intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.

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Terms & Conditions of Employment
Peamount Healthcare, Newcastle, Co. Dublin.

Tenure	The current vacancy available is a **full-time** on a **permanent basis.** The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: **Maintenance Foreman (Paypath) – 5061** Current salary scale with effect from **1st June 2026: €54,494 (point 1) to €57,499 (point 12)**
Working Week	The hours allocated to this post are **39 hours per week**. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016
Annual Leave	As per Health Service Executive (HSE)
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.

Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
Quality, Risk & Safety Responsibilities	*It is the responsibility of all staff to:* • Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.

	▯ Participate and cooperate with external agencies on safety initiatives as required. ▯ Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: • National Standards for Safer Better Healthcare. • National Standards for the Prevention and Control of Healthcare Associated Infections. • HSE Standards and Recommended Practices for Healthcare Records Management • Safety audits and other audits specified by the HSE or other regulatory authorities. ▯ To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. *It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.*
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as *"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."* ▯ It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. ▯ Department heads/ managers have overall responsibility for best practice in hygiene in their area. ▯ It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.