



Facilities and Maintenance Technician

Permanent position. This is based fully on site, in our Little Island offices.

The role:

- Maintain the building infrastructure and ensure all office maintenance is completed in a timely manner, whilst adhering to any H&S regulations

Major Responsibilities:

- Day to day arrangements for the building:
- The facilities around the building i.e. parking, lighting, external cleaning of building etc.
- Ensuring a continuous relationship is held with the clinic Manager/Team onsite in our Health and Wellbeing clinic
- On call availability is required outside of working hours if required.
- Ensure that building is compliant with Health and Safety regulations (as advised by the Health & Wellness Team and HSA), Fire regulations and report any necessary issues to the H&S Officer.
- Liaise with IT Operations Manager in relation to any technical issues, comms room issues, generator and UPS maintenance or any other relevant items, which may affect IT systems in any way.
- Ensure that the electrics, wiring and security in the building are compliant with all safety standards
- Meet monthly with the security account manager to ensure any issues are addressed
- Ensure that requests for modifications are approved i.e. air conditioning, painting, maintenance, flooring etc. Ensure that proposals are drawn up and approved prior to work commencing.
- Organise repairs and maintenance as required. No disruptive work to be carried out during core working hours where possible
- Supervise any construction/renovations work
- Ensure desk moves are completed in a timely and logical sequence assist in any Future of office plan works
- Ensure all scheduled maintenance visits are completed throughout the year and that all relevant paperwork is up to date
- Involvement with Internal and External Facilities Audits as required
- Ordering of office furniture, propose office-seating arrangements for approval and ensure co-ordination with the resource plan.

- Promote a Green Policy
- General Housekeeping: Ensure housekeeping standards are met and controlled, by completing weekly walk around of the building internally and externally
- Tender for maintenance contracts on an annual basis, to ensure we are getting the best service and price where required involving the Procurement team where necessary
- Consistently looking for ways of doing things more efficiently
- Help where necessary with any event organising both onsite and offsite eg team summer day, summer BBQ Christmas party onsite training etc
- Ensure that we are getting the best prices possible for any goods & services required.
- Act as support and back up for the Facilities team for onsite events as required
- Supporting the implementation of details outlined in the Physical Security Standard and Guidelines.

Major Responsibilities:

- Qualification such as electrician, plumber or carpenter is required.
- Experience in a similar role is preferred.
- High attention to detail, particularly in relation to Health and Safety in the building.
- Self-motivated and multi-tasker.
- Excellent communication and relationship building skills.
- Flexibility in role is required.

To apply for this role, please email recruitment@layahealthcare.ie with a copy of you CV and a cover letter and quote the job title in the subject line of your email. Closing date for application is 5th September.

At laya healthcare we value diversity and recognise the benefits it can bring to our team and our customer interactions. We celebrate difference and want our people to be representative of all communities.

If you require reasonable accommodation for any part of the application process, please let us know

Laya Healthcare Limited, trading as Laya Healthcare and Laya Life, is regulated by the Central Bank of Ireland. You will receive practical and financial support to achieve the Minimum Competency Qualification in Insurance which is a requirement in this role.

It has been and will continue to be the policy of Laya Healthcare to be an Equal Opportunity Employer. We provide equal opportunity to all qualified individuals regardless of race, religion, age, gender, gender expression, national and ethnic origin, membership of the travelling community, marital and family status, disability or any other legally protected categories.

At Laya Healthcare, we believe that diversity and inclusion are critical to our future and our mission – creating a foundation for a creative workplace that leads to innovation, growth, and profitability. Through a wide variety of programs and initiatives, we invest in each team member, seeking to ensure that our people are not only respected as individuals, but also truly valued for their unique perspectives.

