



Tuath Housing Association



#JOB-2459064



37-42 James's Place East, Dublin 2, D02
R3P2



No of positions : 4



Paid Position



37 hours per week



30000.00-34000.00 Euro Annually



20/07/2026



17/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://api.occupop.com/shared/job/caretaker-south-dublin-da715/JobsIreland>



Open your camera
app & point here
to view this ad
online



Facilities Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Facilities Coordinator – Dublin

Responsible To: Facilities and Estates Team Leader

Responsible For: N/A

Location: Dublin

Contract: Full Time Permanent

Job Summary:

To support the Facilities and Estates Manager in ensuring the housing estate, apartment buildings and its communal areas are safe, clean, well-maintained, and welcoming for residents. The Caretaker provides a visible presence on the estate, carrying out and inspecting minor repairs, reporting issues, supporting residents, and working closely with your colleagues and contractors.

The following list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described below and annual KPIs dependent upon the requirements of the organisation.

KEY RESPONSIBILITIES (Functional):

Cleaning

1. Maintain cleanliness of communal areas including entrances, stairwells, lifts, corridors, and shared facilities.
2. Have responsibility for ensuring cleaning materials/supplies are maintained as issued.
3. Manage waste disposal areas, including bins and recycling facilities.
4. Address basic hygiene issues and report pest infestations.

Maintenance and Repairs

5. To carry out pre and post inspection of repairs as required within the curtilage of your schemes and wider community as directed.
6. To carry out pre and post inspection of non-technical issues that are relevant to scheme communal and residential premises.
7. Carry out minor repairs such as changing light bulbs, tightening fittings, or unblocking drains.
8. Report repair needs to the Customer Service Centre, Repairs Team or relevant contractors.
9. Monitor lighting, heating, and other systems within communal areas.
10. To inspect daily all relevant buildings, lifts, carpark and grounds.
11. To report any repairs or defects to the Repairs Team.
12. To supervise the security and proper use of the building and its facilities.

Safety and Security

13. Ensure doors, gates, and entry systems are secure and functioning.

14. Conduct routine checks of fire alarms, extinguishers, and emergency exits.

15. Record and report incidents of anti-social behaviour or vandalism.

16. To conduct all activities in a manner which is safe to yourself and others. To be aware and to act in accordance with Tuath's Health and Safety Policy.

Grounds and Environment

17. Maintain outdoor communal areas such as gardens, courtyards, and pathways.

18. Clear snow, ice, leaves, and litter to ensure safe access.

19. Check play areas and outdoor equipment for safety.

Customer Support and Communication

20. Act as a first point of contact for residents regarding communal maintenance issues.

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- **Sector:** real estate activities

Career Level

- Not Required