

May 2010

Dear Applicant

Thank you for your interest in applying for a position within our company.

To help you decide that Ulster Damp Proofing Group is somewhere that you would like to work, we have provided some further information about the company.

UDPG was formed in 1985, and is one of the leading companies within Ireland in the fields of Building Preservation, Structural Stabilisation and Waterproofing.

A relatively small, but ambitious and expanding company, consisting of 10-15 people at present, UDPG has an impressive track record for quality and service.

The company has worked with high profile Public Bodies, leading Architects, Engineers and Contractors and has carried out work to some of the most prestigious listed and historic buildings and structures within Ireland.

The work is varied and diverse, ranging from specialised timber repair, damp proofing, waterproofing, structural anchors and masonry repairs, utilising modern materials such as resins, grouts, membranes, stainless steel anchor systems and new innovative techniques.

UDPG have been entrusted by clients to carry out repairs on projects such as the stabilisation of the cliff face at Dunluce Castle, carrying out anchor works at the bridge collapse in Malahide for Irish Rail, installation of anchors at the Luas line in Dublin and many other high profile churches and castles.



Due to the nature of the projects and the specialised requirements of the products and systems used, a high level of technical focus and attention to detail is required. Ulster Damp Proofing Group therefore are after high calibre candidates that enjoy challenging work, wish to develop their skills and knowledge, and to provide a service that they are proud of.

We hope that you will choose to apply for a position as part of our welcoming and successful team, and we look forward to your application.

Yours Sincerely

Paul Marshall

JOB DESCRIPTION

Job Title: Technical Manager

Role: Your role will be to proficiently manage all aspects of projects from client enquiry to contract completion

Purpose: To maintain existing high levels of customer service & satisfaction, and ensure that client relationships are developed into repeat business *"All the elements of Property Care"*

UDPG

"All the elements of Property Care"

Main Duties:

- Field technical enquiries from contractors, architects, engineers and other clients in a helpful and knowledgeable manner
- Carry out site visits and surveys of projects and provide written reports on findings, recommendations and repair proposals. Provide clients with detailed, professional, written technical specifications and where required, associated drawings
- Comprehend detailed drawings, specifications and tenders to enable accurate sourcing of competitive quotations for specialised equipment and materials
- Oversee and carry out accurate costing and estimating of technical specifications and tenders received in the form of Bills of Quantities and provide well presented quotations to customers
- Secure and negotiate sales with customers in line with business expectations
- Attend pre-start meetings, to discuss customer requirements, contractual arrangements, method statements, health & safety issues and oversee all pre-start documentation
- Ensure the timely procurement and delivery of the correct materials, plant and labour for the completion of contracts within the allocated programme, and to meet profit targets
- Supervise contracts to ensure that customers instructions and specifications are carried out correctly and oversee all customer amendments and specification changes, providing as built contract drawings or final documents
- Ensure that customers are satisfied with the finished project, and resolve any customer complaints that may arise
- Create customer invoices and assist in the collection of outstanding accounts

UDPG

13 - 15 Conyngham Street,
Money more, Magherafelt BT45 7PX

Tel: 028 8674 8572

Fax: 028 8674 8451

Web: www.udpg.co.uk

Email: info@udpg.co.uk

ULSTER DAMP
PROOFING GROUP

PERSON SPECIFICATION

Job Title: **Technical Manager**

Criteria	Essential	Desirable
Qualification/ Attainments	<ul style="list-style-type: none"> • Verified technical knowledge and understanding of building construction • Good level of secondary education • High level of numeracy and literacy 	<ul style="list-style-type: none"> • A third level qualification in a construction related discipline • A qualification in health & safety
Relevant Experience & Knowledge	<ul style="list-style-type: none"> • At least 3 years experience in a construction management/senior technical role • Intimate knowledge and experience of repair methods on historic or older buildings • Proven experience at meeting targets • Experience establishing/maintaining successful customer relationships • Construction estimating knowledge • Proven experience dealing with technically diverse and demanding projects • Good knowledge of construction contracts • Fully conversant with risk assessments & method statements • Possessing general construction health & safety knowledge • Computer literate with good knowledge of Microsoft office products 	<ul style="list-style-type: none"> • Site experience, in a hands on role, especially on historic or older buildings or bridges • Experience carrying out design calculations on building loads • Knowledge of remedial repairs to reinforced concrete buildings or structures • Knowledge and awareness of drawing packages such as Autocad • Sales & marketing experience
Special Aptitudes	<ul style="list-style-type: none"> • A high regard for customer satisfaction • Demonstrated ability to meet deadlines • Willingness to exceed expectations • Good report and letter writing skills • Can work on own initiative without supervision • Able to meet deadlines under pressure • Exceptional attention to detail • Good negotiation skills • Ability to communicate well and command respect from staff and customers alike • Good commercial awareness • Highly analytical, organised & dedicated 	<ul style="list-style-type: none"> • An ability to develop new business through sales and presentation skills • The skills to develop company health & safety procedures or quality control measures
Circumstances	<ul style="list-style-type: none"> • A clean driving licence • Able to work flexible hours as required and be prepared to travel within Ireland 	

EMPLOYMENT DETAILS

Job Title: **Technical Manager**

Hours

- This will be a permanent full time role
- Normal office hours are from 8am – 5pm, although you will be required to work as and when necessary to meet deadlines and targets

Reporting:

- You will report directly to the Partner in charge, Mr Paul Marshall
- You will provide technical supervision of site operatives for projects that you are involved with
- You will oversee the administration of material and plant purchases for projects that you are involved with

Base/Area of Operation:

- You will be based at head office in Moneymore, but will be required to travel throughout Ireland North and South, to meet customers and visit projects
- At present approximately 75% of work would be in the North and 25% in the South, but this may alter with fluctuations in demand

Remuneration Package:

- This role will attract a salary of between £24,000 - £32,000 OTE, depending upon qualifications and experience
- The use of a company mobile phone will be provided
- You will be provided with the use of a company vehicle

Holidays

- A holiday entitlement of 30 days will be available