



Person Specification

Post Title – Maintenance Operative

Competency / Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of garden maintenance and associated equipment • Experience of facilities maintenance i.e. plumbing, painting & decorating, woodwork • Experience of working with contractors and suppliers • Understanding of working with service level agreements • Experience of delivering excellent customer care and service • Understanding of regular maintenance schedules • Experience of Health & Safety practises and procedures • Enthusiasm and commitment to learn about, and get involved in the facilities function's activities • Previous experience of working for a local authority (or similar body) 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
<p>Knowledge / Skills / Abilities</p> <ul style="list-style-type: none"> • Well organised and capable of working with minimal supervision • Knowledge of risk assessment procedures and working practices • Able to work effectively under own initiatives to meet targets and deadlines • Ability to work as part of a team • Flexible, proactive and 'hands on' approach • Good attention to detail • Good communication skills • Good problem-solving skills 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	



<ul style="list-style-type: none"> • Positive / flexible approach to customer care and service delivery 	E	
<ul style="list-style-type: none"> • Able to adapt to change 	E	
<ul style="list-style-type: none"> • Commitment to undertaking relevant training and development 	E	
<ul style="list-style-type: none"> • Supportive, demonstrating loyalty and commitment to the Council and its members 	E	
<ul style="list-style-type: none"> • Commitment to the principles and practice of Equal Opportunities and Equality 	E	
<ul style="list-style-type: none"> • Community focussed, with ability to develop and maintain good relationships with external bodies, members, contractors and members of the public 	E	
<ul style="list-style-type: none"> • Hard working, motivated and confident 	E	
<ul style="list-style-type: none"> • Knowledge of the local area 	E	
Other		
<ul style="list-style-type: none"> • Full, clean driving licence 	E	
<ul style="list-style-type: none"> • Ability to pass an enhanced DBS / CRB check 	E	
<ul style="list-style-type: none"> • Willingness to work extra hours / outside of contracted hours (e.g., evening / weekend events etc.) 	E	
<ul style="list-style-type: none"> • Able to undertake the physical aspects of the job 	E	
<ul style="list-style-type: none"> • Willingness to be 'On Call' for alarms / emergencies 	D	