2021 VAC 254

**Person Specification**

**Job title: Maintenance Operative (Building)**

|  |  |  |
| --- | --- | --- |
| **Criteria Type** | **Essential Criteria Only** | **Method of Assessment** |
| **Qualifications** | 1. A time served qualification, in a Building discipline such as painting, plastering/tiling, joinery or bricklaying, with the ability to complete basic tasks in other non-technical disciplines. | Application form &  Certificates |
| 1. IOSH Working Safely | Application form &  Certificates |
| **Professional Registration/Membership** | 1. Relevant professional membership or proven Continuous Professional Development | Application form &  Certificates |
| **Experience** | 1. Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information | Application form |
| 1. Listens to others to assess requirements in order to respond appropriately and efficiently. | Application form & interview |
| 1. Be able to provide excellent customer service by being able to delight customers and deliver high quality tailored services to meet needs and exceed expectations. | Application form & interview |
| 1. Able to develop and maintain relationships with customers, suppliers, Council officers and other trade personnel. | Application form &  Interview |
| 1. Able to work effectively within a busy team environment, or independently. | Application form &  Interview |
| 1. Able to work at a fast pace and cope well with a high level of workload. | Application form &  Interview |
| 1. Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. | Application form &  Interview |
|  | 1. Able to undertake tasks and manage individual workloads with minimal supervision whilst fully complying with industry and statutory standards. | Application form &  Interview |
|  | 1. Able to make decisions and reach conclusions. | Application form &  Interview |
|  | 1. To demonstrate the Council’s values. | Application form |
| **Skills, Knowledge, Ability** | 1. Good organisational skills | Application form |
| 1. Able to use own initiative | Application form |
| 1. Able to work as part of a team | Application form |
| **Work Related Circumstances/Values of the Council** | 1. Commitment to Equal Opportunities | Application Form |
| 1. Ability to meet the travel requirements of the role including an appropriate driving license | Application Form |
| 1. Willingness to work hours that meet the needs of a trading organisation that is delivering services 7 days a week. | Application Form |
| 1. Compliance with health and safety rules, regulations and legislation | Application Form |