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 |