**Person Specification**

**Job title: Maintenance Operative (Multi Skill)**

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