

MAGHULL TOWN COUNCIL

PERSON SPECIFICATION

Post	Maintenance Officer
Department	Facilities
Grade	5 (Pro Rata)

<p>Personal Attributes Required: (E) = Essential (D) = Desirable</p> <p>Assessed by: Application Form (AF) Certificate (C) Interview (I) Test (T)</p>	
<p><u>Qualification and Training</u></p> <ul style="list-style-type: none"> BTEC National in Operations and Mechanical Engineering or equivalent professional qualification accompanied by relevant experience (E) 	C
<p><u>Experience</u></p> <ul style="list-style-type: none"> Managing and maintaining physical assets (E) Formulating comprehensive working procedures (E) Work with a degree of independence and accountability (E) Experience of working effectively with a range of communities, partner agencies, voluntary bodies and statutory authorities (E) Experience of inspecting and maintaining play and recreational equipment. (D) Experience in building maintenance (E) Experience in vehicle maintenance (D) Experience of maintaining grounds maintenance equipment e.g. Mowers, Strimmers, Blowers, Hedge-cuttters (D) 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<p><u>Knowledge/Skills/Abilities</u></p> <ul style="list-style-type: none"> Ability to set objectives and targets to achieve desired outcomes. (E) Experience of meeting deadlines and scheduling work under pressure (E) Ability to foster good relationships both internally and externally. (E) Ability to be flexible, innovative and responsive to the changes and developments under pressure (E) Knowledge of Local Government policies and procedures and current legislation (E) Ability to work alone or as part of a team (E) 	AF/I AF/I AF/I AF/I AF/I AF/I

<p><u>Personal Style and Behaviour</u></p> <ul style="list-style-type: none"> • High degree of probity and integrity (E) • A commitment to continuous improvement (E) • Commitment to continually develop and update knowledge (E) 	<p>AF AF AF</p>
<p><u>Special Conditions</u></p> <ul style="list-style-type: none"> • Willingness to work flexibly and out of office hours (E) • Full driving licence (E) • Satisfactory DBS clearance (E) (undertaken prior to employment if not held) 	<p>I AF/C C</p>

Prepared by:	A Spencer	Date:	November 2019
Reviewed by:		Date:	