

Person Specification

Job Title	General Maintenance Operative
Grade	Scale 3
Service/Section	Caretaking Services
Directorate	Housing & Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
1) Knowledge of general maintenance and grounds maintenance including grass cutting, hedge trimming, waste removal, cleaning and painting, and an understanding of standards and the postholder's role in achieving them.	D
Skills and Abilities	
2) Aptitude to carry out a range of minor repairs, cleaning of communal areas and dwellings, (including fire damage, waste removal, dead animals, mold & drug paraphernalia), painting and use of horticultural machinery and powered hand tools.	E
3) Ability to communicate in a courteous manner with service users (e.g.. residents and visitors to the borough), as well as colleagues.	E
4) Ability to use new technology, such as handheld devices for monitoring work and submitting reports.	E
5) Ability to work safely, applying safe working practices appropriate to the post, including work at heights.	E
6) Explicit willingness to work in a variety of locations within the borough and across a range of functions.	E
7) Physically able to carry out the demands of the post.	E
8) Explicit willingness to work at the times of the day and week the service requires, including evening and weekends where required.	D
9) Hold a clean UK driving license with at least 1 year's driving experience.	D

Experience	
I0) Experience in delivering cleaning & horticultural services in a housing estate environment.	D
I1) Experience and skill undertaking a range of painting and decoration tasks, including working at heights.	D
Equal Opportunities	
I2) Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
I3) Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E