

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 | |
| 10) Experience in delivering cleaning & horticultural services in a housing estate environment. | D |
| 11) Experience and skill undertaking a range of painting and decoration tasks, including working at heights. | D |
| Equal Opportunities | |
| 12) Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. | E |
| 13) Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. | E |