

Person Specification

DEPARTMENT:	Regeneration, Enterprise & Skills
DIVISION:	Capital Projects & Property Maintenance
SECTION:	Capital Projects & Property Maintenance
DESIGNATION:	Contract Officer - Fabric
GRADE:	SO1 – PO2
POST NO.:	DRES_CPP2I
REPORTS TO:	Maintenance (Responsive & Cyclical) Delivery Manager

Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate *
Qualifications and Experience		
Qualification (e.g. BSc Building Surveying) OR Experience of the building maintenance industry	AF/I	E
Knowledge, Skills and Abilities		
A working knowledge of building maintenance related Health & Safety, technical and legislative requirements and the skills to manage this effectively to ensure compliance.	I	E
Knowledge of building maintenance techniques in relation to both commercial and domestic premises.	AF / I	D
Ability to apply problem solving skills to identifying building defects and proposing solutions.	I / AF	D
Financial skills and knowledge, to prepare, monitor and control budgets.	AF / I	D
Effective communication skills both verbal and written with the ability to write and present clear technical reports to technical and non-technical persons.	I	E
Knowledge of and ability to use relevant computer based applications (e.g. Microsoft office package).	I	D
Equal Opportunities / Health and Safety		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	I	D
To understand and comply with the	I	E

requirements of the Health and Safety at Work Act 1974 and the ability to promote and enforce appropriate standards		
Willingness to participate in a rota system to cover emergencies during out of normal working hours.	I	D