**MAGHULL TOWN COUNCIL**

**PERSON SPECIFICATION**

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| **Post** | Maintenance Officer |
| **Department** | Facilities |
| **Grade** | 5  |

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| **Personal Attributes Required: (E)**  = Essential **(D)** = Desirable**Assessed by:**  Application Form **(AF)** Certificate **(C)** Interview **(I)** Test **(T)** |  |
| **Qualification and Training*** BTEC National in Operations and Mechanical Engineering or equivalent professional qualification accompanied by relevant experience **(E)**
 | **C**  |
| **Experience*** 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** |
| **Knowledge/Skills/Abilities*** 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** |
| **Personal Style and Behaviour** * High degree of probity and integrity **(E)**
* A commitment to continuous improvement **(E)**
* Commitment to continually develop and update knowledge **(E)**
 | **AF****AF****AF** |
| **Special Conditions*** 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)
 | **I****AF/C****C** |

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| Prepared by: | A Spencer | Date: | May 2021 |
| Reviewed by: |  | Date: |  |

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