**MAGHULL TOWN COUNCIL**

**PERSON SPECIFICATION**

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| |  |  | | --- | --- | | **Post** | Maintenance Officer | | **Department** | Facilities | | **Grade** | 5 |  |  |  | | --- | --- | | **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** |  |  |  |  |  | | --- | --- | --- | --- | | Prepared by: | A Spencer | Date: | May 2021 | | Reviewed by: |  | Date: |  | |
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