



Lead Maintenance Person (outside).

Person Specification

Skills		Essential / Desirable	Method of assessing
S1	Ability to take responsibility for own area of work and ensure it is managed to a high standard.	Essential	Application Form
S2	Able to prioritise competing work loads and be able quickly reappraise and reprioritise if situations change.	Essential	Application form and Interview
S3	Able to work within a team environment and maintain professional and cooperative working relationship with colleagues.	Essential	Application form
S4	Excellent communication skills; oral and interpersonal. Able to work constructively with colleagues to organise and prioritise daily workload.	Essential	Application form and interview
S5	Ability to work to work with public oversight.	Essential	Application form and interview
S6	Ability to be able to deal with enquiries from members of the public in a professional manner.	Essential	Interview
S7	Basic literacy and numeracy, able to record inspection information and communicate internally, using email and text.	Essential	Application form
S8	Ability and willingness to learn new skills and new areas of work.	Essential	Interview

Knowledge and Experience. Experience in any of the following areas would be desirable:		Essential / Desirable	Method of assessing
K1	General DIY and building maintenance	Essential	Application form and interview.
K2	Using a range of hand help machine	Essential	Application form and interview.
K3	Grounds maintenance and estate maintenance	Desirable	Application form and interview.
K4	Maintaining large building	Desirable	Application form and interview.
K5	Good appreciation of Health & Safety and public safety	Essential	Application form and interview.

Other Attributes		Essential / Desirable	Method of assessing
O2	Be available to work some weekends and split shifts.	Essential	Interview

O3	Willingness to undertake training as required.	Essential	Interview
O4	Able maintain confidentiality relating to work matters.	Essential	Interview
O5	Full Driving Licence	Essential	Interview
O6	Be an on call key holder	Essential	Interview
O7	Able to complete a wide range of physically demanding tasks.		

Values and Attributes		Method of assessing
V2	Customer focused. Being courteous helpful.	Application and interview
V3	Taking an interest in your work.	Application and interview
V4	Taking a pride in your work	Application and interview
V5	Attention to detail, thinking and using initiative.	Application and interview
V6	Flexibility and ability to work within a small team.	Application and interview