

# GROUNDWORK

CHANGING PLACES

CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: Maintenance Officer

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Good standard of education to GCSE level (A-C) in English and Mathematics	E	X						X
	2	PAT Testing Certificate or willingness to undertaken training	E	X						X
	3	Health & Safety training, including manual handling and working at heights	D	X						X
Experience	1	Experience of prioritising tasks to meet deadlines	E	X	X					
	2	Proven experience of providing general maintenance & repair duties	E	X	X					
	3	Experience of a wide range of groundworks, eg strimming, fencing, paving, grounds maintenance	D	X	X					
	4	Experience of diagnosing maintenance issues in premises	E	X	X					
	5	Experience of providing service in a customer facing role	D	X	X					
	6	Experience of working with contractors	E	X	X					
Knowledge	1	Knowledge of health and safety standards and good practice	E	X	X					
	2	Understanding of manual handling safe practice	E	X	X					
	3	Knowledge of AV and Business Management Systems	D	X	X					
	4	A good understanding of the importance of both positive proactive customer relationships and effective teamwork in a service environment.	E	X	X					

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<b>Personal Skills</b>	1	Good organisational skills with attention to detail	E	X	X				
	2	Good communication skills (both written and verbal)	E	X	X				
	3	Pleasant disposition and positive attitude, able to deal with a diverse range of people.	E	X	X				
	4	Methodical and thorough approach to work	E	X	X				
	5	Trustworthy and able act with integrity.	E	X	X				
	6	Proficiency in using maintenance management systems and standard office software - Outlook, Word, Excel	E	X	X				
	7	Able to carry out a range of physical tasks requiring dexterity, manual handling techniques	E	X	X				

<b>Additional Requirements</b>	1	Prepared to work hours as an when required, emergency call outs	E	X					
	2	Prepared to work internally and externally, carrying out a variety of maintenance tasks.	E	X					
	3	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X				
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X				
	5	Full driving licence, there will be a requirement to operate from different office bases which is essential to this role, a vehicle will be provided	E	X	X				