

Person Specification

Post title	Maintenance Officer	Grade	F
Department	Assets	Post ref	ABS6225

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	
	Assessment
Seeing the big picture	Application Form / Interview
Communicating	Application Form / Interview
Team Work	Application Form / Interview

Skills	Essential / Desirable	Assessment
Computer literate (spreadsheets/word processors)	Essential	Application Form/Interview
Good verbal/written communication skills	Essential	Application Form/Interview
Able to work with minimum supervision	Essential	Application Form/Interview
Report writing skills	Desirable	Application Form/Interview

Knowledge	Essential / Desirable	Assessment
A comprehensive knowledge of building construction and maintenance, particularly with regard to maintenance works	Essential	Application Form / Interview
A comprehensive knowledge of construction health and safety including the C.D.M. Regulations	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Demonstrable practical experience in maintenance works	Essential	Application Form / Interview
Previous experience in carrying out stock condition surveys	Essential	Application Form / Interview

Previous experience in the management and supervision of contractors	Essential	Application Form / Interview
Previous local authority experience	Desirable	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
BTECH Higher in Building construction or equivalent in a building related discipline or a recognised trade qualification (Level 1 or 2) with relevant industry experience	Essential	Application Form / Certificate
Membership of a relevant professional institute	Desirable	Application Form / Certificate

Additional information / other requirements of the post
<ul style="list-style-type: none"> The postholder is eligible for essential car user allowance. The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. The postholder should also be flexible, self-motivated and have good attention to detail.

Equality Act 2010
<p><i>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</i></p> <p><i>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</i></p>

Date produced / last amended
December 2024