

# WOODLEY TOWN COUNCIL

## Maintenance Officer – Person Specification

<b>Essential</b>	<b>Desirable</b>
<p><b>EXPERIENCE &amp; KNOWLEDGE</b></p> <p>Experience of buildings maintenance work</p> <p>Experience and understanding of working within a budget and finding cost effective solutions</p> <p>Working knowledge of Health &amp; Safety Regulations relative to work area e.g. Risk Assessment, COSHH</p>	<p>Experience of implementing Health and Safety systems and procedures</p> <p>Experience of supervising staff</p> <p>Experience/background in general building, plumbing, electrical, carpentry and understanding of heating systems.</p> <p>Experience of playground equipment inspection</p> <p>Pool Plant qualification</p>
<p><b>SKILLS &amp; ABILITIES</b></p> <p>Good communication skills</p> <p>Ability to identify work priorities and manage own workload</p> <p>Ability to work cooperatively as part of a team</p> <p>Ability to liaise and negotiate with suppliers and contractors</p> <p>Ability to complete work to deadlines</p> <p>Ability to inspect and record findings</p> <p>Good organisational and planning skills</p> <p>Ability to manage smaller works projects</p> <p>Ability to supervise work of others</p>	<p>Basic Information Technology skills</p>
<p><b>OTHER</b></p> <p>Willingness to undertake training for specific work responsibilities</p> <p>Good self motivation</p> <p>Full valid drivers licence</p>	