

HAYLE TOWN COUNCIL



PERSON SPECIFICATION for **Assistant Gardener/ Maintenance Operative**

COMPETENCIES	ESSENTIAL	DESIRABLE
Competent to carry out basic building repairs and maintenance functions with supervision.	Practical experience of a range of maintenance work.	NVQ or equivalent trade qualification.
Proven ability in use of small industrial/electrical/mechanical equipment e.g. hand tools, power tools	Previous practical experience.	Appropriate certification.
<b>Literacy and Numeracy Skills.</b>	Ability to accurately read and take measurements, check delivery notes etc.	
Proven ability to maintain <b>accurate records</b> , for example job sheets/materials consumed.		Provide evidence of having done so.
To use <b>initiative</b> to solve basic problems.		Provide evidence of having done so.
Awareness of the <b>Health &amp; Safety Act 1974</b> and the need to work within all Council procedures and guidelines, including awareness of COSHH regulations.	Willingness to attend training.	Experience of Health & Safety training and safe working.
Proven ability to safely operate the equipment and tools and maintain appropriate inventories.	Previous practical experience.	
<b>Flexible</b> and positive working attitude	Can provide evidence.	
Proven ability to <b>respond appropriately</b> to enquiries from both the public.	Demonstrate at interview.	
Understanding of and proven ability to maintain <b>confidentiality</b> .	Demonstrate at interview.	
Commitment to undertake appropriate <b>training</b> as required.	Provide examples of this throughout working and non-working life.	
Physical Fitness	Able to undertake bending, lifting and stretching in the course of their duties.	
Understanding that there may be some exposure to dirt and dust and an element of working in adverse weather conditions.	Demonstrate at interview.	
Full driving licence.		Clean full driving licence or driving test planned