**EOM Electrical Contractors Limited**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **JOB TITLE:** | **External Works Operative** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF IDENTIFICATION** |
| **Education & Qualifications** | Good standard of education to minimum GCSE level  Evidence of continually developing professional knowledge | GCSE level education to include Maths and English Grade C or above  Qualified to City & Guilds / NVQ Level 3 in an Industry recognised construction related discipline  Safety Awareness Certificate | Application Form  Production of certificates |
| **Experience** | A minimum of two consecutive years’ experience of undertaking external works  Experienced in fencing, paving and basic property and grounds maintenance  Experienced in providing a customer focused service  Experience of delivering a range of projects on time | Experience of preparing VOID properties for re-let  Experience of working for a housing association  Experience of other trades, e.g. plumbing, painting and decorating | Application Form  Interview |
| **Job Knowledge** | Knowledge of workplace safety, such as safe lifting and safe operation of hand and power tools etc.  Up to date knowledge of legislative frameworks and key issues relevant to the post. | Knowledge of other trades | Application Form  Interview |
| **Competencies and Skills** | Ability to undertake basic general building maintenance tasks  Skilled in operating and maintaining electrical and manual equipment and measurement tools  Methodical with excellent attention to detail  Ability to read technical documents and drawings and to take accurate measurements and calculate the size and amount of material needed  Budgeting and financial skills.  Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.  Ability to communicate clearly, confidently and politely  Ability to build constructive and honest partnerships with customers, colleagues and suppliers  Ability to complete paperwork (to include timesheets, job paperwork) accurately and to a high standard.  Demonstrates commitment to customer service in all activities.  Demonstrates ability to work independently and on own initiative.  Demonstrates ability to work as part of a team and take instructions. |  | Application Form  Interview |
| **Other Requirements** | Full driving licence (max 6 points)  Reliable and punctual  Adopts a flexible approach to the requirements of the job  Must be able to meet the physical requirements of the role – including bending, lifting heavy objects, occasionally working at heights and in confined spaces.  Commitment to equality and diversity.  Personal integrity.  Enthusiasm and resilience. | Be able to hold conversations in the medium of Welsh (or be prepared to learn) to minimum ALTE Level 1 | Application Form  Interview |