**EOM Electrical Contractors Limited**

**PERSON SPECIFICATION**

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

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF IDENTIFICATION** |
| **Education & Qualifications** | Good standard of education to minimum GCSE levelEvidence of continually developing professional knowledge | GCSE level education to include Maths and English Grade C or aboveQualified to City & Guilds / NVQ Level 3 in an Industry recognised construction related disciplineSafety Awareness Certificate | Application FormProduction of certificates |
| **Experience** | A minimum of two consecutive years’ experience of undertaking external works Experienced in fencing, paving and basic property and grounds maintenanceExperienced in providing a customer focused serviceExperience of delivering a range of projects on time  | Experience of preparing VOID properties for re-letExperience of working for a housing associationExperience of other trades, e.g. plumbing, painting and decorating | Application FormInterview |
| **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 FormInterview |
| **Competencies and Skills** | Ability to undertake basic general building maintenance tasksSkilled in operating and maintaining electrical and manual equipment and measurement tools Methodical with excellent attention to detailAbility to read technical documents and drawings and to take accurate measurements and calculate the size and amount of material neededBudgeting and financial skills. Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines. Ability to communicate clearly, confidently and politelyAbility to build constructive and honest partnerships with customers, colleagues and suppliersAbility 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 FormInterview |
| **Other Requirements** | Full driving licence (max 6 points)Reliable and punctualAdopts a flexible approach to the requirements of the jobMust 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 FormInterview |