

EOM Electrical Contractors Limited

PERSON SPECIFICATION

JOB TITLE: **General Maintenance Operative**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF IDENTIFICATION
Education & Qualifications	Qualified to City & Guilds / NVQ Level 2 in an Industry recognised trades/construction related discipline 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 Safety Awareness Certificate	Application Form Production of certificates
Experience	A minimum of two consecutive years' experience of undertaking general property maintenance Experienced in basic plumbing Experienced in providing a customer focused service	Experience of fitting bathroom suites Experience of working for a housing association Experience of other trades, e.g. plastering, painting and decorating	Application Form Interview

	Experience of delivering a range of projects on time		
Job Knowledge	<p>Knowledge of workplace safety, such as safe lifting and safe operation of hand and power tools etc.</p> <p>Up to date knowledge of legislative frameworks and key issues relevant to the post.</p>	Knowledge of other trades	Application Form Interview
Competencies and Skills	<p>Ability to undertake basic property maintenance tasks including basic plumbing, carpentry and decorating</p> <p>Skilled in operating and maintaining electrical and manual equipment and measurement tools</p> <p>Methodical with excellent attention to detail</p> <p>Ability to read technical documents and drawings and to take accurate measurements and calculate the size and amount of material needed</p> <p>Budgeting and financial skills.</p> <p>Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.</p>		Application Form Interview

	<p>Ability to communicate clearly, confidently and politely</p> <p>Ability to build constructive and honest partnerships with customers, colleagues and suppliers</p> <p>Ability to complete paperwork (to include timesheets, job paperwork) accurately and to a high standard.</p> <p>Demonstrates commitment to customer service in all activities.</p> <p>Demonstrates ability to work independently and on own initiative.</p> <p>Demonstrates ability to work as part of a team and take instructions.</p>		
<p>Other Requirements</p>	<p>Full driving licence (max 6 points)</p> <p>Reliable and punctual</p> <p>Adopts a flexible approach to the requirements of the job</p> <p>Must be able to meet the physical requirements of the role – including bending, kneeling, lifting heavy objects, occasionally working at heights and in confined spaces.</p>	<p>Be able to hold conversations in the medium of Welsh (or be prepared to learn) to minimum ALTE Level 1</p>	<p>Application Form</p> <p>Interview</p>

	Commitment to equality and diversity. Personal integrity. Enthusiasm and resilience.		
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