LLANELLI RURAL COUNCIL

PERSON SPECIFICATION

MAINTENANCE OPERATIVE

Applicants should demonstrate how they meet the following criteria through their application and, where appropriate, at interview or practical assessment.

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES			
Basic literacy and numeracy skills	✓		Application form / Interview
Ability to work effectively with minimal supervision and take responsibility for completing allocated work	✓		Application form / Interview
Ability to use initiative and contribute positively to practical problem-solving	✓		Application form / Interview
Ability to work effectively and cooperatively as part of a team	✓		Application form / Interview
Good organisational and time-management skills	✓		Application form / Interview
Ability to undertake physically demanding outdoor work in a range of weather conditions	✓		Application form / Interview
Good communication and interpersonal skills, including the ability to deal courteously and sensitively with colleagues and members of the public	✓		Application form / Interview
Good awareness of health and safety requirements and safe working practices	✓		Application form / Interview / Practical assessment
Ability to work safely and responsibly in public-facing environments, including parks, play areas, community facilities and cemeteries	✓		Interview / Practical assessment
Ability to respond positively to instruction, feedback and changing operational priorities	✓		Interview
Dependable, flexible and committed to maintaining good standards of work	✓		Application form / Interview
Ability to speak Welsh		✓	Application form / Interview
EXPERIENCE			
Practical experience of grounds maintenance, general maintenance, construction, horticulture, cemetery work or a similar operational environment	✓		Application form / Interview
Experience operating commercial grounds-maintenance machinery and equipment	✓		Application form / Interview / Practical assessment
Experience undertaking routine operator checks and basic maintenance of vehicles, plant, machinery or equipment	✓		Application form / Interview / Practical assessment

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience of commercial grass cutting and associated grounds-maintenance operations	✓		Application form / Interview / Practical assessment
Experience maintaining outdoor sports, recreation or public-open-space facilities		✓	Application form / Interview / Practical assessment
Experience of fine turf maintenance, including bowling greens and/or cricket squares		✓	Application form / Interview / Practical assessment
Experience of general building maintenance and practical repair work, for example basic carpentry, painting, plumbing, plastering or similar activities	✓	✓	Application form / Interview / Practical assessment
Experience of children's play equipment installation, maintenance, inspection or repair		✓	Application form / Interview / Practical assessment
Experience of cemetery operations, including grave preparation/excavation or memorial-related work		✓	Application form / Interview / Practical assessment
QUALIFICATIONS AND TRAINING			
Full current driving licence appropriate to the operational requirements of the post	✓		Application form / Documentation
Relevant grounds-maintenance, horticultural, construction, plant-operation or trade qualification		✓	Application form / Documentation
Relevant machinery or plant-operation certification/training		✓	Application form / Documentation
Appropriate pesticide application qualification/certificate		✓	Application form / Documentation
Trailer towing experience and/or appropriate entitlement where required		✓	Application form / Documentation
Relevant health and safety/manual-handling training		✓	Application form / Documentation
Training or certification relating to play equipment inspection/maintenance		✓	Application form / Documentation
Memorial safety inspection/testing training		✓	Application form / Documentation
PUBLIC SERVICE AND WORKING REQUIREMENTS			
Commitment to providing a courteous, respectful and professional service to the public	✓		Interview
Ability to behave appropriately and sensitively when working around funerals, bereaved families and cemetery visitors	✓		Interview
Willingness to work across Council sites according to operational requirements	✓		Application form / Interview
Willingness to undertake reasonable additional duties consistent with the nature and grade of the post	✓		Interview
Willingness to undertake relevant training and continuing development	✓		Interview
Ability and willingness to comply with Council policies, procedures, safe systems of work and instructions	✓		Interview / Practical assessment

NOTES

1. Practical assessment

Where appropriate, shortlisted candidates may be required to undertake a practical assessment relevant to the duties of the post. This may include the safe use of tools, machinery or equipment; pre-use checks and identification of defects; safe systems of work and use of personal protective equipment; practical grounds or general maintenance ability; quality and accuracy of work; and safe and professional working in a public environment.

2. Qualifications

Where a qualification, certificate, licence or other entitlement is stated by an applicant, the Council may require satisfactory documentary evidence before appointment.

3. Reasonable adjustments

The Council will consider reasonable adjustments to the recruitment and selection process and to the duties of the post where appropriate.

4. Assessment

This person specification should be read alongside the current Maintenance Operative Job Description.