

PERSON SPECIFICATION

Post: Building Maintenance Officer

Post No.

Department: Property & Building Services

Division: Building Services

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Qualified to at least HND/HNC level in a related Building discipline.	E	AF/C/I
ECDL or equivalent IT qualification.	D	AF/C/I

<p><u>EXPERIENCE</u></p> <p>Experience of working in a construction related discipline.</p> <p>Experience in building maintenance and minor works design and project management in a range of property types.</p> <p>Experience in contract management, contract administration and supervision including single and multiple trade minor works projects.</p> <p>Experience in the identification of building defects and the identification and development of rectification proposals, for day-to-day maintenance / breakdown issues.</p> <p>Experience in being accountable for project and programme budgets.</p> <p>Experience of working as part of a multi-disciplinary team.</p> <p>Experience in the preparation of cost estimates, drawings, specifications and tender documents.</p> <p>Experience in the use of Computer aided design (CAD) and other relevant design tools / software, pertaining to maintenance services.</p> <p>Experience in the use of Microsoft office suite and other associated software pertinent to the role.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/C/I</p> <p>AF/C/I</p>
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<u>KNOWLEDGE/SKILLS/APTITUDES</u>		
Knowledge		
The post holder requires theoretical, practical and procedural knowledge across the specialist area of building construction, planned and reactive maintenance for built assets.	E	AF/I
The post holder requires knowledge of the processes and procedures necessary to carry out design and implementation for a variety of building maintenance works.	E	AF/C/I
The post holder requires a thorough understanding of building construction defects, how these may manifest themselves and what is the most appropriate course of action in rectification.	E	AF/I
The post holder requires an understanding of the planning and building regulation process along with other relevant legislation pertaining to the work area.	E	AF/C/I
The postholder requires an understanding of the Council organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge.	E	AF/I
The postholder requires a good level of competency in the use of computerised systems and software for the control and monitoring of service delivery and budgets.	E	AF/C/I
The post holder requires a level of competency and skills in the use of AutoCAD.	E	AF/C/I
IT literate and experience of software packages e.g., Word, Excel, etc including bespoke packages i.e., Autodesk, NBS and Hevacomp software.	E	AF/C/I

<p><u>Skills</u></p> <p>The post holder must possess good design skills and the ability to develop and implement practical minor works and planned maintenance design solutions.</p> <p>The post holder must possess good problem solving skills and ability to advise on all planned, reactive maintenance and Statutory Compliance issues, pertaining to all built assets.</p> <p>The post holder requires good communication skills in order to communicate effectively with clients, consultants, contractors and others and to organise, encourage and motivate other staff and peers.</p> <p>The post holder requires high level presentational skills - whether drawn, written, digital or oral.</p> <p>The post holder must have persuasive, advocacy and negotiation skills, in order to convince others to adopt a specific course of action they might not otherwise wish to take.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF/C/I</p> <p>AF/C/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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<p><u>Aptitudes</u></p> <p>The post holder must work to and within Council policies and procedures. The work involves using discretion and own initiative over a very broad area of activity, with little access to others. The job is subject to general managerial direction.</p> <p>The post holder will be required to work for lengthy periods of concentrated mental attention and considerable levels of work-related pressure from deadlines, interruptions, or conflicting demands on the job holder.</p> <p>The post holder will be required to work effectively in co-operation with a wide range of internal departments and external bodies including both statutory and non-statutory organisations.</p> <p>The post holder will be required to have a commitment to working to high standards of customer care and delivering a quality service in a responsive and customer orientated environment.</p> <p>The post holder must be able to travel independently over a wide geographical area if required.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>SPECIAL REQUIREMENTS</u></p> <p>The post holder may be expected to attend meetings outside of normal working hours</p> <p>The post holder will be required to attend projects on site within the working day and on occasion outside normal working hours. With some exposure to disagreeable / confined / unpleasant or hazardous environmental working conditions.</p> <p>Must be able to travel independently over a wide geographical area if required.</p> <p>The post holder will require a full driving license</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Prepared by: Property & Building Services

Date: May 2025

AF	= Application Form
C	= Certificate
I	= Interview
T	= Test
P	= Presentation