



WEST LANCASHIRE BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title: Building Facilities Assistant	Grade: Scale 4	
Directorate: Development and Regeneration		
Service: Estates and Valuation		
Requirements <i>(on the basis of the job description)</i>	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), presentation (P)
Qualifications		
Grade 'C' or above in GCSE Math and English or equivalent OR proven competence in these areas OR relevant experience in a similar role.	E	AF/I
NVQ level 2 in Facilities Services or equivalent.	D	AF/I
Industry recognised electrical qualification.	D	AF/I
Current First Aid certificate or willingness to train.	D	AF/I
Trained Fire Marshall or willingness to train.	D	AF/I
Full driving licence and access to transport.	E	AF/I
Experience		
Experience in the role of general maintenance worker, ideally in a busy commercial setting. E.g. handyman / site supervisor.	E	AF/I
Practical experience and skills in repairs, general maintenance and DIY tasks.	E	AF/I
Experience of using computerised building management systems.	D	AF/I
Experience of using MS Office software packages.	D	AF/I
Knowledge/Skills/Abilities		
Possess a broad range of practical skills of a high standard for repair and general maintenance tasks on buildings.	E	AF/I
Able to understand and follow management instructions and to work unsupervised in an organised and methodical way.	E	AF/I/T
Have good interpersonal skills and be able to deal diplomatically and professionally with people at all times.	E	AF/I
Able to communicate effectively both orally and in writing and to produce complete written records.	E	AF/I
Able to adapt to a variety of tasks, prioritising according to importance, timeframe and workload, at all times remaining calm under pressure.	E	AF/I

Able to use initiative in deciding which tasks need carrying out relevant to maintenance contracts and ensuring they are dealt with in a timely manner.	E	AF/I
Able to use a range of hand and power tools relevant to the role both safely and effectively.	E	AF/I
Have knowledge of, and understand, Health & Safety and CoSHH procedures and regulations.	E	AF/I
Able to set up/break down for conference events.	E	AF/I
Able to work flexibly and collaboratively as part of a team as well as on one's own initiative.	E	AF/I
Be physically fit to carry out the range of duties listed in the job description.	E	AF/I
Willing to work flexibly and outside of normal office hours when required to meet the needs of the Centre's core business.	E	AF/I
Willing to work at heights, including carrying out roof inspections, using the appropriate safety equipment provided.	E	AF/I
Willing to undertake training identified as necessary to the role.	E	AF/I
Willing to work on other Council owned sites as appropriate.	E	AF/I
Other (including special requirements)		
1. Commitment to Equality.	E	AF/I
2. Commitment to Health & Safety.	E	AF/I
3. Satisfactory Baseline Personnel Security Standard Check.	E	Document Checks (includes Basic DBS)
4. The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English.	E	AF/I
Prepared by: G. Kinloch	Date: May 2019	
Approved by: R. Kneale	Date: May 2019	