

Dronfield Town Council - Person Specification

Job Title: Outside Services Operative **Department:** Outside Services

Date: 24th July 2023

Qualities	Essential Those qualities which are essential to perform the job.	Desirable Those qualities which allow the job to be performed to the optimum level.
<p>Specialist Experience</p> <p>An understanding on Health and Safety (Regulations and Codes of Practice for Working environment)</p> <p>Basic knowledge of Road Traffic Act legislation where applicable when working on or adjacent to the highway</p> <p>Knowledge of the local area</p>	<p>Essential</p> <p>Essential</p>	<p>Desirable</p>
<p>Education/Qualifications</p> <p>Basic standard of education.</p> <p>Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner</p>	<p>Essential</p> <p>Essential</p>	
<p>Skills/Abilities</p> <p>Ability to use small hand or power tools</p> <p>An ability to deal with conflicting demands</p> <p>Undertaking strenuous manual work activity</p> <p>Previous experience working in grounds maintenance</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p>

<p>Other requirements of the Job: Full current driving licence in order to be able to drive the following vehicles (Category B) Tractor with ability to use all attachments – loading bucket, mower</p> <p>Be physically fit in order to undertake the following physically demanding duties Assist with the loading/unloading of vehicles (e.g. hardcore, grit, gravel, machinery etc.)</p> <p>The ability to work on own initiative to competing deadlines displaying tact and discretion at all times.</p> <p>Flexible approach to working duties (i.e. times / locations of work)</p> <p>A willingness to work outdoors in all weather conditions.</p> <p>The ability to demonstrate strong customer focus and a commitment to service improvements</p> <p>A willingness to work within a team environment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p></p> <p></p> <p></p> <p>Desirable</p> <p></p> <p>Desirable</p> <p></p>
<p>Key Skills</p> <p>Providing good customer service</p> <p>Working effectively as part of a team</p> <p>Good communication skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p></p> <p></p> <p></p>
<p>Other Circumstances</p> <p>Ability to set up and maintain accurate information recording systems.</p>	<p></p>	<p>Desirable</p>

<p>Good time management skills and ability to remain calm, in a busy environment with tight and often conflicting deadlines.</p>	<p>Essential</p>	<p>Desirable</p>
<p>Ability to exercise judgement in relation to priorities and to define objectives clearly</p>	<p>Essential</p>	
<p>Ability to work with minimal supervision</p>	<p>Essential</p>	
<p>Good project management skills and understanding of process of planning and organising process changes</p>	<p>Essential</p>	
<p>To demonstrate a commitment to and understanding of the Authority's approach to diversity/equality</p>	<p>Essential</p>	