

Yeovil Town Council JOB SPECIFICATION

Job Title: Facilities Officer



	ESSENTIAL	DESIRABLE
QUALIFICATIONS, EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Ability to understand and carry out detailed instructions • Current driving license • Experience of working in an outdoor environment • Experience of working in an indoor environment 	<ul style="list-style-type: none"> • Qualified in weed killing • Gardening experience • Decorating experience • Building maintenance • Health and safety knowledge • Knowledge of Yeovil town
SKILLS	<ul style="list-style-type: none"> • Able to work on own with a variety of tools including power tools • Able to work on own initiative and in most weather conditions • Basic administrative skills e.g. basic paperwork, keeping diary • Good record keeping skills 	<ul style="list-style-type: none"> • Able to take photographs
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good timekeeping • Flexible and adaptable to changing circumstances e.g. weather, priorities. • Confident, reliable, friendly personality, good inter-personal skills, approachable • Hands on approach • Positive can-do approach • Honesty and trustworthy • Self-disciplined and self-motivated 	

March 2020