

## HAVERFORDWEST TOWN COUNCIL

### PERSON SPECIFICATION - GROUNDSMAN/CARETAKER

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good literacy and numeracy skills for clear and accurate recording of timesheets and reports</p> <p>A full driver's licence and ability to drive Council owned vehicle</p>	<p>First aid qualification</p> <p>Any additional qualifications pertinent to the role</p>
<b>Knowledge and Experience</b>	<p>Experience in carrying out basic maintenance and DIY safely</p> <p>Experience of using a range of basic tools and machinery, ensuring safe handling and storage</p> <p>Experience that is transferrable to this role</p>	<p>Experience of working as a caretaker</p> <p>Experience of grounds maintenance</p> <p>Knowledge of relevant policies/codes of practice in regard to:</p> <ul style="list-style-type: none"> <li>- Fire Safety</li> <li>- Lone Working</li> <li>- Health and Safety</li> <li>- Manual handling</li> </ul>
<b>Skills</b>	<p>Ability to work effectively both independently and as part of a team</p> <p>Ability to use own initiative</p> <p>Ability to communicate clearly and effectively at all levels</p>	
<b>Personal Qualities</b>	<p>Highly motivated with high standards and a positive attitude</p> <p>Excellent self-management skills with the ability to prioritise work according to need</p> <p>Highly flexible approach</p> <p>Efficient, courteous and helpful to members of the public</p> <p>Approachable and professional who responds well to constructive advice</p> <p>Willingness to work outside in all weathers</p>	