

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Works Supervisor

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
<u>Qualifications</u> 1. Minimum of 3 GCSEs (or equivalent) including Maths and English Language at C or above 2. A relevant Level 3 works supervision qualification 3. To hold Chapter 8 supervisors accreditation under the Traffic Signs Manual 4. One or more relevant 'tickets' eg chainsaw, herbicide, emergency first aid at work etc. 5. Level 2 (or higher) Health & Safety Qualification and ROSPA Operational Playground Inspection Course	 √ √ (or to achieve within 12 months of commencement of post) √ (or to achieve within 6 months of commencement of post) √ (or to achieve within 6 months of commencement of post) √ (or to achieve within 6 months of commencement of post)	
<u>Knowledge and Skills</u> 1. Analytical and judgemental skills when coordinating and supervising routine team activities, projects and successfully working with partners 2. Direct responsibility for supervision, direction and co-ordination of projects/tasks instructed by the Works Manager 3. Ability to work flexibly and constructively as part of a team	 √ √ √	

4. Ability to follow work instructions, both written and verbal and ability to provide written and verbal instruction	√	
5. Good communication skills for communicating both with the colleagues, stakeholders and the public	√	
6. Administrative skills to support and provide cover for the Community and Compliance Officer	√	
7. Understanding the practical and procedural knowledge of risk assessments, safe systems of work and similar	√	
8. Ability to work safely in a varied and at times physically demanding environment	√	
9. Knowledge of and proficiency in the safe use of methods, chemicals and equipment relevant to the role.	√	
10. Knowledge of construction techniques, building and grounds maintenance	√	
11. Honesty and integrity	√	
<u>Experience</u>		
1. Proven experience of grounds and/or property maintenance	√	
2. Experience of engaging and constructively working with the community and stakeholders.	√	
3. Experience of the safe use of chemicals	√	
4. Experience of conducting and acting on inspections	√	
<u>Additional Requirements</u>		
1. Be physically capable of undertaking necessary duties	√	
2. Current Full Driving Licence	√	
3. Hold a First Aid at Work Certificate	√	
4. Ability to undertake basic enforcement activities (eg dogs on leads) if/as required.	√	
<u>Other</u>		
1. A willingness to undertake training, as necessary	√	
2. Ability to work outside normal hours when required re: job description duties pertaining to events (such as Goose Fair)	√	