

UBICO LTD

PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Ubico Ltd	Division: Operations
Job Title: General Operative	Grade: C
Drawn up by: Richard Coole	Signature:

Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)	Assessment Code
<p>A. Skills and Abilities (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ol style="list-style-type: none"> 1. Must be a proactive team member with a positive attitude and customer focussed approach to work 2. Ability and experience of driving Transit sized vehicles and trailer towing combinations safely 3. Ability to make required daily checks on vehicles, mowers and plant 4. Ability to undertake cleansing operations when required 5. Ability to read and follow basic information / instructions 6. Ability to effectively communicate factual information and customer feedback to colleagues and management 7. Ability to use initiative and work with minimum supervision 8. Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner. 9. Ability to maintain a quality service delivery and operate within the values of the company 10. Ability to maintain a neat, tidy and clean personal appearance 	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>B. Knowledge</p> <ol style="list-style-type: none"> (i) Must possess good knowledge of horticulture (ii) Must possess knowledge of vehicles, plant and machinery for use within a grounds maintenance environment (iii) Possess practical knowledge of cleansing activities (iv) Possess knowledge of plant and machinery for use within a cleaning environment. 	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>

(v) Must have basic knowledge of health and safety requirements within both grounds maintenance and cleaning environments	S/I
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Essential Criteria	Assessment Code
C. Work Related Experience (including voluntary/unpaid work)	
1. Experience of working in a results orientated culture	S/I
2. Experience of driving / operating vehicles, equipment and plant utilised for grounds maintenance / horticultural activities	S/I
3. Experience of cleaning facilities designed for use by the general public	S/I
Experience of operating in a delivery focused environment	
4. Working as part of a team	S/I
D. Qualifications - for which there is a legal/professional requirement	
(i) Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight and trailer combinations;	S
E. Circumstances	
(i) A flexible approach to working hours and tasks allocated as required.	S/I
(ii) Previous experience of working with mobile or static plant and equipment.	S/I
(iii) Prepared to work outdoors in all weather conditions.	S/I
(iv) Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.	S/I
F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting)	
1. NVQ level 2/3	I
2. National Certificate	I
3. City and Guilds	I
4. First Aid at Work Certificate	I
5. PA1/PA6 Pesticide Certificate	I

<p>Criteria Assessment Code Descriptors</p> <p>S - To be assessed at shortlisting for interview.</p> <p>I - To be assessed at interview</p> <p>T - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)</p> <p>FOR OFFICE USE ONLY</p>

Verification Statement

I confirm that this Personnel Specification has been approved by:

Name:

Designation:

Signature:

Date of Approval:

This statement must be completed before the form is sent to Human Resources