

## UBICO

### PERSONNEL SPECIFICATION FORM

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

Group: Ubico	Division: Fleet
Job Title: LGV Engineer	Grade: F
Drawn up by: Ashley Nicholson	Signature:

<p>Does this post require a Criminal Records Bureau disclosure? No</p> <p>At STANDARD level</p> <p>If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.</p>
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<b>Essential Criteria</b> (it is essential that applicants satisfy the criteria listed in boxes A to E)	<b>Assessment Code</b>
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ul style="list-style-type: none"> <li>◦ Manual dexterity and good physical co-ordination</li> <li>◦ Proactive team member with a positive attitude and customer focussed approach to work.</li> <li>◦ Ability to communicate with colleagues and members of staff.</li> <li>◦ Ability to undertake manual handling duties.</li> <li>◦ Prepared to work in a variety of work environments including indoors and outdoors in varying weather conditions.</li> </ul>	<p><b>T</b></p> <p><b>S/I</b></p> <p><b>S/I</b></p> <p><b>S/I</b></p>
<p><b>B. Knowledge</b></p> <ul style="list-style-type: none"> <li>◦ Good H&amp;S knowledge and in relation to vehicle maintenance</li> </ul>	<p><b>S/I</b></p>

<b>Essential Criteria</b>	<b>Assessment Code</b>
<b>C. Work Related Experience</b> (including voluntary/unpaid work) <ul style="list-style-type: none"> <li>◦ Practical experience in LGV vehicle maintenance</li> <li>◦ Practical experience in MOT servicing &amp; repair of cars &amp; light vehicles</li> <li>◦ Experience of repairing electrical systems, hydraulics and fabrication</li> </ul>	<b>S</b> <b>S</b> <b>S/I</b>
<b>D. Qualifications</b> - for which there is a legal/professional requirement <ul style="list-style-type: none"> <li>◦ Class 4 MOT Testing Certificate</li> <li>◦ City &amp; Guilds Motor Vehicle Technician</li> <li>◦ LGV Driving licence</li> </ul>	<b>S</b> <b>S</b> <b>S</b>
<b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during shortlisting) <ul style="list-style-type: none"> <li>◦ Basic understanding of information technology.</li> </ul>	<b>S/I</b>

<b>Criteria Assessment Code Descriptors</b> <b>S</b> - To be assessed at shortlisting for interview. <b>I</b> - To be assessed at interview <b>T</b> - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)
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<b>FOR OFFICE USE ONLY</b>
<b>Verification Statement</b> I confirm that this Personnel Specification has been approved by:  Name: _____ Designation: _____  Signature: _____ Date of Approval: _____  <b>This statement must be completed before the form is sent to Human Resources</b>