# Site Manager Person Specification

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|  | **CRITERIA** |
| **QUALIFICATIONS**  **(Desirable)** | * Level 2/3 Diploma (or equivalent) in a relevant trade, and proficient technical and practical skills. |
| **EXPERIENCE** | * Ideally previous relevant site or facilities management experience including supervisory experience. |
| **SKILLS AND ABILITIES** | * Have a broad range of DIY skills and / or trade * Wider awareness of the related working environment eg client groups. * Use of wide range of machinery/equipment eg gardening and general maintenance. * To organise others and own workload in order to achieve the job. * Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. * Ability to maintain accurate and timely records as required by the role e.g. weekly testing of fire alarm * Ability to deal with everyday problems and to identify which problems should be referred to Line Manager. * Ability to monitor job activities as required by the role. * Ability to understand information and advise / liaise with others as required. * Ability to be receptive to information being communicated (which can be non- verbal), contribute to its interpretation and pass on to others as appropriate. * Has written and numeric skills in order to complete detailed records and reports. * Ability to listen, observe and contribute to discussions as required for the role e.g. work plans, etc. * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.). * Ability to communicate using information technology as required for the role. |
| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair. * Knowledge of financial/ordering/monitoring procedures as required. * Knowledge of how own job fits into the activity and role of the area/site. * Understands and able to apply Health and Safety procedures relevant to the job such as:   + Manual handling as the work will entail some moving / lifting   + Safe use of machinery and/or equipment.   + COSHH   + First Aid and Hygiene Practice.   + Working at Height   + Lone working procedures and responsibilities. * Able to recognise and to deal with emergency situations. * Will need to undertake training to keep knowledge up to date. |