

PERSON SPECIFICATION

POST TITLE: Workshop Assistant

DIVISION/UNIT: Construction Division/Transport Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Previous experience of working in a similar role.	1. Previous experience gained in a vehicle workshop environment. 2. Previous experience of providing assistance to mechanics. 3. Basic Health & Safety Awareness.	Application Form References Interview
Skills/Abilities	1. Ability to collect and deliver vehicles and follow basic directions. 2. Ability to undertake general cleaning duties within workshop. 3. Ability to undertake general cleaning of vehicles and plant. 4. Ability to undertake greasing and oiling of vehicles and plant.	1. Previous experience of basic painting of vehicles/plant. 2. Specialised driving skills (e.g. forklift). 3. Ability to perform minor repairs.	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis. 2. Ability and willingness to work outdoors in all kinds of weather.		Interview References
Additional Job Related Requirements	1. Category C Driving Licence or equivalent entitlement to drive in Great Britain.	1. Category C + E Driving Licence or equivalent entitlement to drive in Great Britain.	Application Form Post Interview Check