

St John's Church, Woodbridge

Maintenance Person Specification

Skill Area	Minimum Standard Required
Painting & decorating	Competent to plan and execute painting with minimal supervision
Electrical	Rewiring appliances, changing bulbs, plugs & fuses. Preferably replacing switches, sockets & light fittings. Electrical testing of appliances. Understanding of basic electrical theory, eg domestic ring-main wiring systems
Plumbing	Dealing with blocked gutters and drains, faulty toilet cisterns and dripping taps. Understanding of basic domestic plumbing and central heating systems.
Gardening	Grass & hedge cutting, path clearance and basic weed control
Brickwork	Re-pointing small lengths of mortar. Repairing concrete. Preferably laying small quantities of bricks and slabs.
Woodwork	Construction of simple wooden items. Repair of rotten window frames, etc.
Administration	Basic record-keeping, electronic & hard copy.
	Desirable Standard Required
Glass and glazing	Experience in replacement of broken window panes
Gas	Basic knowledge for testing of gas appliances between regulated safety tests
IT	Basic knowledge for Installation/ maintenance of simple IT & technical equipment (e.g. telephone equipment).

Expertise derived from: Formal Training
 On the job Training
 Self Taught

Previous experience: Paid maintenance position
 Voluntary maintenance position
 Maintenance of own house
 Maintenance of relative's/friend's house