

**GRADUATE PROPERTY SERVICES COORDINATOR  
EMPLOYEE SPECIFICATION**

	<b>Attributes</b>	<b>Criteria</b>	<b>Rank</b>
1	<b>Education and Training Attainments</b>	3 <sup>rd</sup> level qualification (Level 7 NFQ or above) in Building Surveying, Construction Management or a similar Construction related qualification.	Essential
2	<b>Relevant Experience</b>	<p>Previous technical / construction experience.</p> <p>Experience of defect diagnosis and identification of remedial works.</p> <p>Experience of preparing / managing cyclical / planned works maintenance programme.</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
3	<b>Knowledge and Skills</b>	<p>A knowledge and understanding of building pathology.</p> <p>Knowledge of Health and Safety legislation and compliance within a construction setting.</p> <p>Knowledge of techniques of residential construction and their services systems.</p> <p>Knowledge of Technical Guidance Documents / Building Control Requirements.</p> <p>Ability to work accurately / attention to detail.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
4	<b>Special Aptitudes</b>	<p>Good communication skills – verbal and written, report writing &amp; presentation.</p> <p>Ability to be self-motivated, work on own initiative and also be part of a team</p> <p>Experience in using Microsoft packages and I.T. skills to basic level including the use of word and excel.</p> <p>Experience in computerised maintenance and managing building asset databases.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
5	<b>Additional Factors</b>	<p>Willingness to work outside normal office hours on occasions such as attending lunch &amp; evening meetings.</p> <p>Willingness to travel and if required overnight stays for work purposes.</p> <p>Full driving licence and use of car / Ability to meet the mobility requirements of the post.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>