

**The Royal Borough of Kensington & Chelsea
Tenant Management Organisation**

JOB PROFILE

Title:	Senior Lift Engineer
Location	Charles House
Responsible to	Senior Electrical Engineer
Range	SO2 – PO3

Main purpose:

- To ensure that lifts within TMO managed properties, and with their agreement, Council properties, provide a safe, satisfactory and acceptable level of service.
- To ensure that Contractors provide a safe, satisfactory and acceptable level of maintenance and service to the lifts and in accordance with the TMO's maintenance contracts.
- To ensure that, where reasonably practical, the lifts comply with current Health and Safety Regulations and those recommended by our insurers.

Functional links with:

- Client Business Groups in relation to standardisation of services and equipment.
- The Councils Legal and Finance Groups in respect of legal advice and insurance matters.
- Officers of Housing Services and other Business Groups in relation to maintenance and renewal of installation of lifts and hoists in TMO managed properties, and with their agreement, Council properties.
- Statutory bodies, insurance companies and contractors involved in the maintenance, repair and renewal or installation and general inspection and safe working of lifts.
- Environmental Health Department in relation to statutory advice in respect of lifts in use in homes and offices.

Duties and responsibilities:

- Check insurance inspections to all lifts and take appropriate action on them, liaising with the Insurance Company Inspector when necessary.
- Assess the insurance company's reports, make any observations required and arrangements for the necessary repairs or adjustments to be made.
- Keep abreast of the TMO's computerised repair and data logging system.
- Verify invoices and ensure any works carried out to lifts or hoists, are up to the TMO and, if appropriate, Council's standards and comply with the latest Health and Safety Regulations and the insurance company's requirements.
- Make random and planned checks to ensure that maintenance is being properly carried out.
- Ensure that interested parties are notified where work is being carried out, or is about to be carried out.
- Assist in the implementation of the TMO's Out-of-Hour Emergency System in dealing with lift breakdowns.
- Assist in the training (in relation to lifts) of relevant staff employed by the TMO.
- Maintain a record of all insurance inspections and ensure that all lifts are inspected on a regular basis with regard to any changes in the Health and Safety Regulations.
- Generally, keep abreast of all developments in lift design and operation, British Standard Code of Practice legislation relating to lifts and hoists.
- Keep abreast of critical aspects of the work of the Electrical Engineers so as to be able to assist when required in times of staff shortages/peak workloads; particularly in the event of both Engineers being absent due to holidays and short term illness.
- Any other duties relating to lifts and hoists and electrical services, which may arise from time to time as, directed by the Chief Executive.