

Principal Lift Engineer

D. Steppel

Technical advice for other groups.

Budget controls.

Compiling and updating capital programme.

Assess contractors/consultants for approved list.

Keep up to date & liaise with regard to latest technology & equipment available.

Draft reports & briefs for lift renewals and modernisation.

Maintenance specification.

Monitor consultants/contractors on new projects.

Ensure staff and contractors conform to H & S legislation.

H & S lift site training for estate staff and others in group.

Attend monthly contractors meetings with lift engineer.

Staff issues and development.

Team strategy.

Developing policies and procedures.

Attending TA meetings.

Liaise with other statutory bodies - fire brigade re lift trappings, security, disputes.

Support and back up lift engineer when not available, (average 60 days 2 months, bank holiday, flexi leave, annual leave, sickness, training).

Assist in organisation of out of hours emergency services.

Lift Engineer

R. Cahalam

Co-ordinating and control of works in relation to day to day repairs, maintenance, maintaining records & monitoring performance.

Functional links with other groups and departments.

Liaise with statutory bodies insurance company, other contractors and lift associations.

Preparing specifications, drawings for repairs and day to day maintenance.

Monitor performance of contractors - maintenance, call outs, repairs.

Provide statistical information performance & finance when required by principal engineer or others. (TA, solicitors, soc. ser, housing)

Regular inspections and liaise with site personnel.

Checking and taking appropriate action from service contractors and insurance company reports.

Preparation for meetings for monthly lift contractor meetings.

Monitor contractors site personnel for performance indication.

Keep principal engineer informed on site & contractor performance.

Attend to lift trappings when available and if necessary on TMO & Council properties.

Stand in for principal lift engineer when required.

Administrator.

M. Ares

Manning office during normal daytime hours, to take messages, deal with emergencies when engineers not available.

Deal with invoicing

Raising of works orders - faults.

Keeping present database updated and assisting in formulating more up to date database in future.

Formulating data to enable engineers to deal with enquiries.

Keeping team holidays, sickness and absence records.

Update and keep lift day to day H&S register.

Issue orders for statutory works initiated by engineers and keep register updated.

Keeping records and issuing certification for engineers site training.

Liaise with other groups CSC, CAS & management when lifts shut down.

Taking minutes at meetings.

General typing and filing duties as required.

Produce and update team procedures.

