

Job Profile

Reference Number	01249
Role Title	Lift Surveyor/Project Manager
Grade	PO3
Directorate	Corporate Resources
Service Area	Built Environment
Reports to	Mechanical & Electrical Compliance Manager

Role Purpose (maximum of 3 points, with no sub bullet points)

1. Ensuring that the Authority meets its statutory and legislative responsibilities with regards all lifts and lifting equipment within the authority and referred by Occupational Therapy Team. Ensure external contracts comply with British and European Harmonised standards, legislation and statutory Instruments relating to lifts and lifting equipment, including determining and programming periodic checks, inspections and tests.
2. Provide expert advice on issues relating to all aspects of lifts and lifting equipment. Evaluate client's needs and environment leading to procurement of lift/s and/or lifting equipment.
3. Project manage new lifts and lifting equipment installations and maintenance/repair services through procured services to completion and beyond

Duties and Responsibilities (maximum of 15 points, with no sub bullet points)

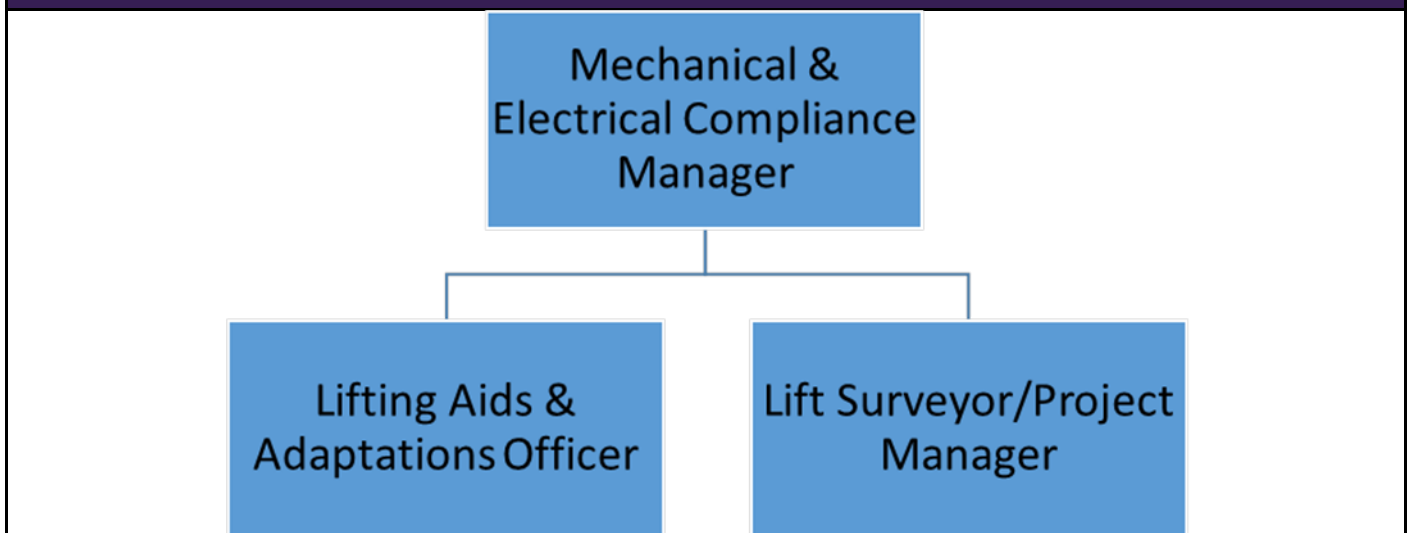
1. Undertake client briefs and design and produce technical specifications using innovative solutions along with the complete project management of the schemes from inception to practical completion including all contract documentation. Prepare technical and financial reports for management and clients, thus enabling an evaluation of spend and projected expenditure.
2. Clear understanding and ability to interpret and implement all current Legislation. Diagnose technical failures and determine a course of action.
3. Give verbal and written advice regarding complex issues to a range of technical and non technical clients both internally and externally.
4. Interpret complex analytical reports (Drawings, plans, diagrams and certification) particularly when there is a requirement to utilise planning, organising and/or use innovative skills whilst adhering to regulations and standards
5. Manage external contractors from tender award to project completion, including; scheduling and meeting agreed kpi's, budgeting with regard to project specification compliance and industry standards
6. Prepare detailed design specifications for all departments of the Council inclusive of offices, respite centres, theatres, schools and domestic properties that will include dimensions and details of equipment for contractors to price against -prior procuring through tender for new Lifts and lifting Equipment frame works and contracts.
7. A good understanding of programme management methodologies to ensure that the programme remains visible and any significant changes are directed through the appropriate governance frameworks.
8. Understanding of all current Health and Safety Legislation, along with a good knowledge of current CDM Regulations, current planning and Building Regulations.
9. To interpret insurance health and safety reports and take immediate action when appropriate such as isolating the lift out of use. Produce a written response to the HSE and insurance company after a reportable occurrence confirming what action has been taken.
10. Update the lift section data base, for example add details of a new lifts/enter details of servicing and repairs to lifts/enter information on which contractors are on call out.Keep all information on data base up to date.
11. Will be expected to make decisions on a day to day basis whilst working in isolation on priorities and resources to ensure the council safety policies are adhered to, along with relevant statutory regulations for the safety of staff, service users and the public.
12. Manage and monitor new members of staff. Offer technical advice to manual operatives within Built Environment and technical guidance to external contractors working on your behalf. Provide training and demonstrate use of systems to both internal and external staff to their operational satisfaction
13. Obtaining Best Value for the Services in line with contracts, policies, procedures and Standing Orders. Value engineering to achieve client financial constraints. Responsible for meeting operational and financial performance targets
14. Represent the Authority and Client when dealing with Consultants, Contractors, Statutory Authorities etc.

15. Must be able to react to unforeseen circumstances and make critical decisions under pressure where required to, to protect life property and systems

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

1. Responsible for surveying and reporting on a portfolio of approximately 86No lifts, 4No escalators across multiple sites, commercial, leisure, residential, industrial and educational.
2. Aids & adaptations lifting equipment, 170 assets including; hoists, Razers, stairlifts, steplifts & trolleys in commercial buildings
3. Provides technical input influencing maintenance, refurbishment, and replacement decisions with an estimated annual value of £320,000k in maintenance/servicing works. £300,000 in Capital Improvement work lift replacement/new installation
4. Typically no direct reports, but provides technical guidance to engineers and contractors.
5. Works with multiple stakeholders including clients, contractors, insurance and compliance/regulatory bodies.
6. Covers Bradford Coucil District with responsibility for planning and delivering surveys within agreed timeframes and budgets.
7. Contributes to compliance with statutory requirements (e.g. LOLER), impacting health, safety, and legal compliance across the portfolio.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required
- The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above. - Minimum of 2 years project management experience in relation to lifts and lifting - Equipment including installing, service and repair - DBS Check will be required, together with a current driving licence. - Minimum 5 years post qualification experience within the lift engineering field - Knowledge and understanding of technical specifications - Knowledge and understanding of DDA requirements - Knowledge and understanding of Fire stopping - Knowledge and understanding of LOLER & PUWER - AutoCAD – desirable

Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	Yes
IT Packages	Uses a range of complex IT packages relating to area of work	Yes
Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Yes
Continued professional improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	Yes
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	Yes
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	Yes
Relevant Professional Qualification	NVQ 3 in lift engineering BTEC National Diploma in Lift Technology	Yes
Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	Yes

Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	Yes
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	Yes
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	Yes
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	Yes
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	Yes
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	Yes
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	Yes
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	Yes
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	Yes

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Government's Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the Lower threshold level.
You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).



Completed by:		Date:	
Quality checked:		Date:	