

Department Directorate of Communities, Environment & Central
Head of Programmes and Public Realm

Postholder

Section Programmes and Public Realm - Transportation

Grade PO5

Post Designation (Title) Principal Lift Engineer

Purpose of Job:

To be responsible to the Public Realm Infrastructure Manager for: -

- i) To project manage and act as contract lead for capital schemes and planned works relating to all works associated with Greenwich and Woolwich Foot Tunnel Lifts.
- ii) Planning and implementing allocated projects from the capital and planned maintenance work programmes.
- iii) To create briefs, and Invitation to Tender documents to be able to lead the procurement of consultants
- iv) To manage contracts alongside contractor performance, as well as managing the financial progression and reconciliation of projects.
- v) Lead of regeneration of the Greenwich and Woolwich Foot Tunnel Lifts replacement.
- vi) Consultation with Members and internal teams on aspects of contracts.
- vii) To be responsible for the full range of engineering design and maintenance work from feasibility to final accounts, and the programmed maintenance and renewal of building services and lift plant, and related technical client functions.
- viii) Ensuring the progression of all works in full compliance with health and safety legislation.

Manages up to 5 indirectly managed Consultancy Staff.

Manages up to 50 indirectly managed Contracting Staff.

Main Duties:

- 1) To undertake the responsibilities of an Engineer including carrying out investigations and preparing designs for installations or repair works, developing contract documentation, preparing drawings, specifications, schedules, minutes, reports, brochures and briefs, tendering contracts and acting as contract manager.
- 2) To prepare project programmes, including assessing staff requirements with consultants and contractors in conjunction with the Public Realm Infrastructure Manager, monitoring and updating the programmes as required and co-ordinating to ensure programme objectives are achieved.
- 3) To act as Client or Principal Designer on projects as assigned, as defined by CDM Regulations. To advise the budget holder/client on the competency and resources of assigned contractors and designers. To prepare a pre-contract health and safety plan and to facilitate the production and implementation of a health and safety file.

- 4) To be the contract manager responsible for any contracts relating to Lifts for Woolwich and Greenwich Foot Tunnels.
- 5) To lead procurement activities for any consultants or contractors including but not limited to, creation of Invitation to Tender documentation, moderation activities and decision report writing.
- 6) To be responsible for issuing instructions to contract administrators and contractors, senior professional and consultancy staff on matters relating to capital projects and programmed works
- 7) To monitor schemes progress, completing highlight reports and programme updates as well as taking corrective action as necessary and be responsible for achieving successful implementation, making site visits as necessary.
- 8) To monitor and control scheme and programme expenditure and adhering to Council Constitution in terms of financial controls and governance.
- 9) To lead on funding strategy and decision making reports regarding the regeneration of the foot tunnels and their lifts.
- 10) To produce key project management documentation such as Project Initiation Documents, Community Engagement Plan, Programme, Risk Register, Health and Safety Information, Budget Control Spreadsheet, Business Case in particular for the Regeneration of the lifts.
- 11) To ensure that tenders are obtained and contracts let in accordance with the Council's Code of Practice, financial regulations and standing orders and procurement codes of practice.
- 12) To prepare planned maintenance programmes and comment on planned maintenance programmes prepared by others, and suggest improvements and alternatives where appropriate.
- 13) To check designs produced for the Directorate by other Directorates and outside consultants, advise on suitability, and supervise such work.
- 14) To instruct contractors on routine maintenance and inspection of all installations, investigate and report on claims of bad work standards and damage by contractors and instigate appropriate action.
- 15) To act as a "competent person" as defined by legislation.
- 16) To be familiar with relevant legislative and professional developments and changes and liaise with Consultants and Officers to ensure conformity to legislation, regulation, corporate standards and other relevant procedures.
- 17) To provide technical advice and assistance to other sections of the Directorate, Senior Managers, Members and tenants and to respond to enquiries from members of the public and members.
- 18) To prepare reports and attend and advise Committees, public meetings and to chair site/project meetings as required.
- 19) To assist in the formulation of policies and procedures in use within the section and in monitoring their effectiveness and the quality of service provided.
- 20) To participate in interviewing staff, undertake the training of staff as required and supervise staff as allocated from time to time.
- 21) To undertake ad hoc projects/investigations as required and undertake any other work appropriate to the level and general nature of the post's duties.
- 22) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection Act, the Council's Equal Opportunities and Customer Care policies, the New Technology agreements and relevant legislation.

- 23) Ability to attend site visits and travel across the borough within acceptable times, it is expected that you will have access to own transport to undertake these duties.
- 24) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 25) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 26) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency
- 27) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 28) To undertake supervision/management of staff as and when required.

Designation of the Post to which the Post-Holder normally reports to:
PUBLIC REALM INFRASTRUCTURE MANAGER