

ROLE DESCRIPTION

Job Title	Mechanical, Systems and Electrical Maintenance Program Lead
Salary Band	SCP 41 - 43
Reporting to	Paul Heaton
Directorate	Place
Service Area and sub area	Customer and Operations
Team	Maintenance Delivery
Political Restriction	N/A

1. Primary Purpose of the Post

This role is integral to the Maintenance Delivery Team who will act as the Principal Contractor for LCRCA when delivering maintenance and projects across all Mechanical, Systems and Electrical (MSE) assets.

This role will be responsible for all MSE asset performance by developing and implementing Planned Maintenance programs and delivering internal investment projects on time and in budget.

This role will contribute to strategic asset management and lifecycle of assets across the LCRCA estate.

Line manages a team of engineers and trades, managing activities and performance.

This role is the Statutory Compliance duty holder for MSE related activities.

2. Key Role Specific Responsibilities

- Develop and standardise specifications for work activities and projects related to Mechanical, Systems, Electrical assets
- Monitor performance of MSE Assets
- Manage lifecycle of MSE assets, develop replacement schedule to inform capital investment
- Develop and implement Method Statements and Task sheets for all activities.
- Responsible for H&S file, O&M Manuals, workshops,
- Duty holder for statutory compliance – LOLER, PUWER, Electrical Safety, Legionella, PSSR,
- Will contribute to managing a Permit to Work system, issue/review/cancel Permits.
- Line manage team of engineers and trades, managing performance, IPP's T&A
- Drive continuous improvement of H&S culture
- Contribute to H&S risk assessments, method statements and on-site management
- Act as PC for the LCRCA for maintenance and internal project delivery
- Liaise with senior managers, colleagues and contractors
- Report on projects and performance
- Ensure management of contractors delivering maintenance contracts and projects across the estate



- Manage maintenance and project budgets related to MSE systems, plant and equipment
- Prepare and submit reports for pipeline schemes related to asset investment program
- Contribute to and sign off designs for new investment schemes
- Project management of all MSE Maintenance program functions

3. General Corporate Responsibilities

- Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities.
- Ensure postholder adheres to Merseytravel's Safety Policy and Procedures
- Ensure support is provided in the preparation of method statements and risk assessments.
- Having an appropriate level of knowledge of equality legislation and how it affects your service area.
- Promoting equality and diversity by: -
 - recognising and addressing the needs of different customers.
 - adapting your approach to meet the needs of different customers.
 - recognising, respecting and valuing the diversity of your colleagues; and
 - Pro-active adherence to all defined corporate policies.
- Putting customers (internal and external) at the heart of everything you do.
- Anticipating and responding to the needs of customers.
- Regular customer meetings/reviews where appropriate.
- Measured through client satisfaction results

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Mechanical, Systems and Electrical
Maintenance Program lead

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to HND or Degree level Electrical/Mechanical	E	A, I
Full UK Driving Licence	E	A
Project Management Qualification	E	A, I
H&S Qualification Managing Safely	E	A, I
H&S Qualification Nebosh	D	A, I
Statutory Compliance Duty Holder (desirable)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Developing and delivering Maintenance Schedules	E	A, I
Experience of managing internal teams	E	A, I
Contractor Management	E	A, I
Project Management	E	A, I
Awareness of roles and duties under Construction, Design Management Regs 2015	D	A, I
Experience of working on safety critical 24/7 infrastructure	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Driving Efficiencies through innovative working practices	D	A, I
Excellent Communication skills	D	A, I
Leadership Skills	D	A, I
Collaborative Working	D	A, I
Ability to manage complex workloads with competing demands	D	A, I



Personal Attributes	E = Essential D = Desirable	Identified By
Team player	D	A,I
Flexible attitude to work	D	A,I
'Can Do' attitude	D	A,I
Commitment to further learning	D	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focussed	D	I

Key to Assessment Methods:

A - Application
I – Interview