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**Target Lifts Ltd**

**JOB DESCRIPTION**

Position: Project Supervisor

Reporting to: Project Managers

1. Key purpose and responsibilities of role

* Understand the application of the management systems that control Occupational Health and Safety (OHAS), Quality (QMS) and Environmental Management (EMS) and the impact regards compliance to auditable accreditations: 45001/18001, 9001 and 14001
* Ensure all company policies and objectives are adhered to
* Ensure all risks are eliminated or at least mitigated
* Ensure all incidents, accidents (inc. those reportable to RIDDOR, Environment Agency, etc.) and near misses are reported and thoroughly investigated to identify root cause. Implement corrective actions as required
* Provide support to Target Lifts field personnel (and sub-contractors) as required across all aspects of company operations including modernisations, major repairs and new installations. Cascade training to share knowledge/best practise as appropriate
* Provide supervision of on-site staff at intervals as agreed by the Project Managers, reporting any issue (e.g. operational, materials, personnel, etc.) that could impact delivery of the project. Present proposals for issue resolution to the Project Manager for review and approval, implementing solutions as agreed
* Provide technical support to projects regardless of stage of completion, providing technical support/solutions as required
* Provide support to Project Managers to ensure all projects are following company policies, procedures and all appropriate safe systems of work. Help drive consistency of project delivery across Target Lifts Ltd projects
* Provide support to Project Managers to ensure all projects meet customer/client requirements and meet the project deliverables of budget and time
* Ensure appropriate PPE/RPE is used, maintained and stored correctly by all site personnel
* Ensure that the lift environment is kept secure at all times and that all on-site procedures/customer requirements, e.g. sign-in, work permits, site access, etc. are adhered to
* Undertake site monitoring and deliver ‘Tool Box Talks’ in line with company HS&E objectives
* Identify any environmental aspects and minimise any environmental impact throughout the duration of works/project
* Participate (or facilitate) in any processes for employee consultation and participation
* Adhere to the company’s HS&E objective to minimise waste through the strategy of ‘Reduce, Reuse and Recycle’. Ensure all waste is disposed of responsibly and where required by licensed disposal, supported by a waste transfer note. Maintain records
* Ensure energy use, emissions to air, releases to water/land, waste generation etc. are suitably considered in order to minimise any environmental impact
* Lead by example in conduct and behaviour and drive the company culture of ‘Aiming Higher’

1. Qualifications:

Typified skillset includes as a minimum:

* + 10 years’ of experience within the lift industry
  + Proven knowledge and history of implementation of Health, Safety and Environmental management systems
  + NVQ3 in lift engineering
  + Full UK driving license

You will have an appropriate understanding of all relevant legislation, standards and regulations and seek outside expertise when required

1. Industry Experience

You will have gained an appropriate level of technical, business and lift industry knowledge (both internal and external) to understand and meet the requirements of the role

1. Continual Improvement

You will manage a culture of continual improvement across all areas of the business including Health, Safety, Environmental, Quality and Regulatory functions. This may require you to challenge existing practise where appropriate, provide constructive feedback/direction and encourage a ‘lessons learned’ initiative