

# Job Description

<b>Job title</b>	Maintenance Section Leader – Steam	<b>Date</b> March 2025
<b>Reports to (title)</b>	Maintenance Manager	
<b>Contract/Department</b>	AWE	<b>Revision V3</b>
<b>Location</b>	AWE	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide technical support on Steam Services to buildings and plant planned maintenance and reactive repair service to the site. To ensure that new and innovative techniques are developed and implemented to the highest standards to ensure maximum operational efficiency. To support the Site Safety, Health and Environment within the team, and their activities.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To Manage and develop the EMCOR Steam Maintenance team through effective communication, training and development, ensuring that the staff members are fully competent and trained to undertake key tasks.
- Ensuring the engineering standards and practices, safety, health, fatigue levels and morale are maintained. Where there is any doubt or concern, they should inform the Maintenance Manager
- Identify, develop, implement, and review service level agreements and key performance indicators to ensure continued provision of high-quality service and ensure customer satisfaction is maintained at a high level
- Work with the allocated Planner to review the 6 weeks (or further) maintenance schedule, reviewing to ensure that there is sufficient number of supervisors and operatives to conduct the required maintenance tasks.
- Ensure all operatives and supervisors understand the scope of the work that has been allocated to them and the timescales to which they are required to work.
- Ensure they are fully aware of facility and site issues / restrictions that will prevent maintenance occurring, re-planning as required to deliver maintenance within the planned timescales.
- Develop the existing Steam Team to ensure growth and stability linked to Service Level Agreements and Key Performance Indicators.

- Ensure the correct scheduling of work to maximize productivity (i.e. jobs in same location conducted sequentially), if a breakdown can be completed in the same location).
- Any planned or reactive maintenance that cannot be completed is identified to the planner to be re-scheduled, informing the Maintenance Manager.
- Any issues that have impacted the delivery of maintenance tasks are recorded in the issues logs and discussed daily / weekly with the Maintenance Manager.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

The Steam Section Leader will have a line management responsibility and will be accountable for all aspects of planned and reactive maintenance across their area of responsibility and provide support to other areas when necessary.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

### Essential

- The ability to implement and monitor high standards of excellence in areas of quality, safety, and operational performance.
- Demonstrated ability to lead the planning and coordination of FM and planned maintenance activities, using robust planning tools (e.g., CAFM/PPM systems, Gantt-based scheduling, and resource planning tools) to organise multi-disciplined teams, optimise workload, and ensure timely, compliant delivery of engineering programs.
- To have a minimum Steam qualification of NVQ level 3 or equivalent experience.
- Good all-round knowledge of Maintenance Management within their disciplines.
- Have good people management, leadership, decision making and communication skills.
- Be commercially aware and have a sound knowledge of budget preparation, negotiation and management.
- Be resilient under pressure and be able to converse confidently with staff, suppliers, and customers at all levels.
- Leadership, with the ability to develop internal/external relationships.

# Job Description

- Knowledge of Health and Safety legislations

Desirable

- ILM level 3 or equivalent in operational management
- Good level of innovation and creativity.
- Experience working in a highly regulatory environment.
- Steam qualification of NVQ level 3 or above
- Knowledge of project management tools.
- Working knowledge of planning and maintenance scheduling tools.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Must be able to obtain and maintain required level of security clearance.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	