

<b>Job title</b>	Maintenance Section Leader (Electrical)	<b>Date</b> JANUARY 2025
<b>Reports to (title)</b>	Maintenance Manager	
<b>Contract/Department</b>	AWE	<b>Revision</b> VI
<b>Location</b>	AWE	

## Job purpose

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

The Electrical Section Leader is a pivotal position in the delivery of maintenance. The role is responsible for the planning and conducting of all maintenance in their area of responsibility to the correct standards of quality. This will require the allocation of resources (people and spares) to meet the service delivery output.

## 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.

- 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.
- In conjunction with the allocated Planner, review the 12 weeks (or further) maintenance plan and schedules, reviewing to ensure that the sufficient numbers 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.
- Manage the planning of stores required to deliver maintenance tasks, ensuring they are ordered sufficiently in advance to avoid PPM not being conducted as a result of spares not being available.
- 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.
- 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 Electrical 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.
- To have a minimum Electrical qualification of NVQ level 3 or equivalent experience.
- Good all-round knowledge of Maintenance Supervision within their disciplines.
- Have experience in a supervisory environment.
- Have good people management, leadership, decision making and communication skills.
- 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.
- Capable of managing multiple concurrent tasks, whilst maintaining effective judgment in prioritising and time allocation
- Knowledge of Health and Safety legislations

### Desirable

- ILM level 4 or equivalent in operational management
- Good level of innovation and creativity.
- Experience working in a highly regulatory environment.
- Electrical qualification of NVQ level 4
- Knowledge of project management 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

# Job Description

<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>	