

# Job Description

<b>Job title</b>	Maintenance Supervisor (Breakdowns)	<b>Date April 2025</b>
<b>Reports to (title)</b>	Section Leader	
<b>Contract/Department</b>	AWE	<b>Revision v1</b>
<b>Location</b>	Aldermaston	

## Job purpose

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

The Maintenance supervisor is a pivotal position in the delivery of breakdowns and 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.

- To lead and develop the EMCOR breakdown/ Maintenance team through effective communication, training, and development, ensuring that the staff members are fully competent and trained to undertake key tasks.
- To support and develop a managed and cost-effective maintenance programme for the site services buildings, plant, systems, and equipment.
- Evaluate customer requirements and produce proposals including cost and timescales. Monitor the progress of the breakdowns and remedial works to agree costs and time and ensuring all works are completed to the satisfaction of the customer and regulatory authorities.
- To ensure continuity of essential site systems and equipment.
- To support and manage the promotion and improvements to the teams Safety, Health and Safety Environment and risk management processes and in conjunction with the site HSE&Q team, regularly monitor the safety performance of all service aspects. Identify areas for improvement.
- To support the Services Manager – for reporting.
- To develop partnerships with our suppliers to achieve maximum mutual benefit and rationalise the supplier database.
- The Company may require you to fulfil any other reasonable duties aligned to your position from time to time in line with business needs.

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- Develop the breakdown Team to ensure growth and stability linked to Service Level Agreements and Key Performance Indicators.
- Identify training and development needs, including the creation of a performance system, which assesses the competencies of employees and others.
- Contribute to an effective “change management” programme for key business elements e.g. services offered, products supplied, existing systems and processes etc.
- Maintain day-to-day contact with the customer’s representatives and attend meetings as directed
- Planning works is fundamental to the role.

## Resource responsibilities

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

Line management of operatives as required by section leader.

## Person specification

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

### Essential

- To have a minimum Mechanical/Electrical qualification of NVQ level 3 or equivalent.
- Good all-round knowledge of Mechanical/Electrical & civils works
- Have experience in a Supervisory environment with Mechanical/Electrical & civils works as a component responsibility.
- Be commercially aware and have a sound knowledge of budget preparation, negotiation, and management.
- Have good people management, leadership, decision-making and communications skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels
- Knowledge of Health and Safety legislations

### Desirable

- ILM level 3 or equivalent in operational leadership/management.
- Experience working in a highly regulatory environment.
- Knowledge of project management tools.

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## 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 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>	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	