

# Job Description

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Job title	Maintenance Section Leader	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

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

The Maintenance Section Leader is a pivotal position in the delivery of maintenance. The role is responsible for the weekly planning and conduct 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.

1. In conjunction with the allocated Planner, review the 6 weeks (or further) maintenance schedule, reviewing to ensure that the sufficient numbers of supervisors and operatives to conduct the required maintenance tasks. This should focus on week 6 and week 1 of the schedule.
2. 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.
3. 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.
4. 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.
5. 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.
6. Ensure that their planners are scheduling work to maximise productivity (i.e. jobs in same location conducted sequentially), if a breakdown can be completed in the same location).
7. Any planned or reactive maintenance that cannot be completed is identified to the planner to be re-scheduled, informing the Maintenance Manager.
8. 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.

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## Person specification

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

1. The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.
2. To have a minimum engineering qualification of NVQ level 4 or equivalent experience.
3. Good all round knowledge of Maintenance Management disciplines i.e. Electrical and Mechanical Engineering.
4. Have experience in supervisory environment with engineering as a component responsibility.
5. Be commercially aware and have a sound knowledge of budget preparation and negotiation
6. Have good people management, leadership, decision making and communication skills.
7. Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.

## Person Specifications

1. Smart, presentable appearance
2. Adaptable & flexible
3. Personable & approachable
4. Ability to cope under pressure

## 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.

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

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

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