

Job Description

Job title	Maintenance Manager	Date JANUARY 2025
Reports to (title)	Site Manager	
Contract/Department	AWE	Revision VI
Location	AWE	

Job purpose

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

To ensure that new and innovative techniques are developed and implemented to the highest standards in order to ensure maximum operational efficiency. To support the Site Safety, Health and Environment teams and 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 lead and develop the EMCOR Engineering 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, and provide information for the Site Annual Validation Report.
- To evaluate customer requirements and produce proposals including cost and timescales. Monitor the progress of the planned maintenance 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 provide an engineering service to design, plan and project manage minor site refurbishment and equipment installations, seeking energy savings where possible.
- To support and manage Health, Safety and Environment and risk management processes.
- To support the Account Manager to ensure HR, budget and reporting requirements are fully met.
- To develop partnerships with our suppliers to achieve maximum mutual benefit and rationalise the supplier database.
- To 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.
- To ensure Service Level Agreements and Key Performance Indicators are fully met.
- To identify training and development needs assessing the competencies of employees and suppliers.
- To contribute to an effective "change management" programme for key business elements e.g. services offered, products supplied, existing systems and processes etc.
- To maintain day-to-day contact with the customer's representatives and attend meetings as directed, providing both review of engineering activities and raising topical issues as applicable.
- Responsible for all electrical infrastructure across site under EMCOR control.
- To Review all Contractor Service Reports, identifying actions required to satisfy issues and ensuring satisfactory conclusion to same.
- To maintain all aspects of water management on site, and act as Responsible Person for effective control of Legionella (in accordance with site procedure and HSE guidelines).

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- To ensure the Engineering Archive is updated and monitored, liaising with Safety and Contract Co-ordinator as appropriate.
- To be available by telephone for queries as part of the emergency call out escalation procedure.
- Manage and operate shift call out rota. Update security on changes as required.
- Deputise for site Manager as required.

Resource responsibilities

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

The Maintenance Manager 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.

- The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance
- To have a minimum engineering qualification of NVQ level 4 or equivalent in an electrical discipline
- Good, all-round knowledge of Maintenance Management disciplines
- 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

Essential Personal Attributes:

- Strong leadership qualities
- Motivated self-starter
- Willingness to train, update and improve themselves for the benefit of the contract
- Ability to think and react to immediate problems and issues without losing sight of or compromising long term goals
- High standard of personal integrity and professionalism with the adaptability to change
- Ability to lead and act with authority when required
- Pro-active approach
- Deductive Reasoning - the ability to apply general rules to specific problems to produce answers that make sense
- The ability to make decisions and solve problems - analysing information and evaluating results to choose the best solution and solve problems
- The ability to gather information from all relevant sources
- The ability to communicate with supervisors and peers, providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person

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- The ability to organize, plan and prioritise work

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

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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