

# Job Description

<b>Job title</b>	Maintenance Scheduler	<b>Date</b> September 2024
<b>Reports to (title)</b>	Customer Service Manager	
<b>Contract/Department</b>	AWE	<b>Revision 1</b>
<b>Location</b>	AWE	

## Job purpose

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

Establishing, analysing and maintaining the accuracy of the forward service delivery plan to meet customer program schedules. Facilitate solutions to potential conflicts, such as technical, logistical and resource availability, in order to maximise delivery resources and plant utilisation.

## 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.

- Helpdesk Services
- Through the Asset Management System, define the forthcoming programme of works within the zone
- Develop the proposed plan, evaluating resource requirements, the relative priority of tasks and ensuring that activities do not conflict.
- Ensure the accuracy and credibility of the service delivery plan
- Gain and record actions and approvals for the plan, by liaison with the facilities designated representatives (Facility Manager and/or Facility Engineers) through regular meetings.
- Ensuring reasons for waiving, rescheduling or deferring maintenance activities are valid and appropriately authorised.
- Undertake the processing and following up of work packages, through close liaison with management and supervisors to meet the requirements of the facility plan ensuring that records are closed out.
- Print off work dockets as and when required, and pass these on to the appropriate engineer
- Assist the Lead Scheduler with Rapid Response tasks, Building Condition Surveys and any other ad hoc duties
- Any other reasonable duties

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## Resource responsibilities

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

- No direct line reports

## Person specification

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

- Previous working knowledge of the AWE Asset Management System (AMS) is beneficial
- GCSE grades A to C in English Language; Mathematics
- Excellent level of interpersonal and communication skills, with the ability to converse with customers, suppliers and staff at all levels
- Proven ability to provide a high standard of support in administrative principles, including the ability to implement systems and processes to proactively resolve problems
- Demonstrated ability to contribute as a member of a team to achieve positive outcomes and provide a quality service
- Demonstrated organisational and time management skills, including the ability to manage competing priorities, to achieve tight deadlines and desired outcomes with due regards to accuracy
- Experience in computer applications, including Microsoft Office (Word, Excel, PowerPoint, Publisher), E-Mail, Internet and Databases
- The ability to establish, implement and monitor high standards of excellence in areas of operational planning.
- Practical experience in an operational environment is preferable. Knowledge of planning tools is desired & have project planning abilities

## 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 achieve and maintain UK Security Clearance status.
- Smart, presentable appearance
- Adaptable & flexible
- Personable & approachable

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<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>	