

Role and responsibilities

Identity

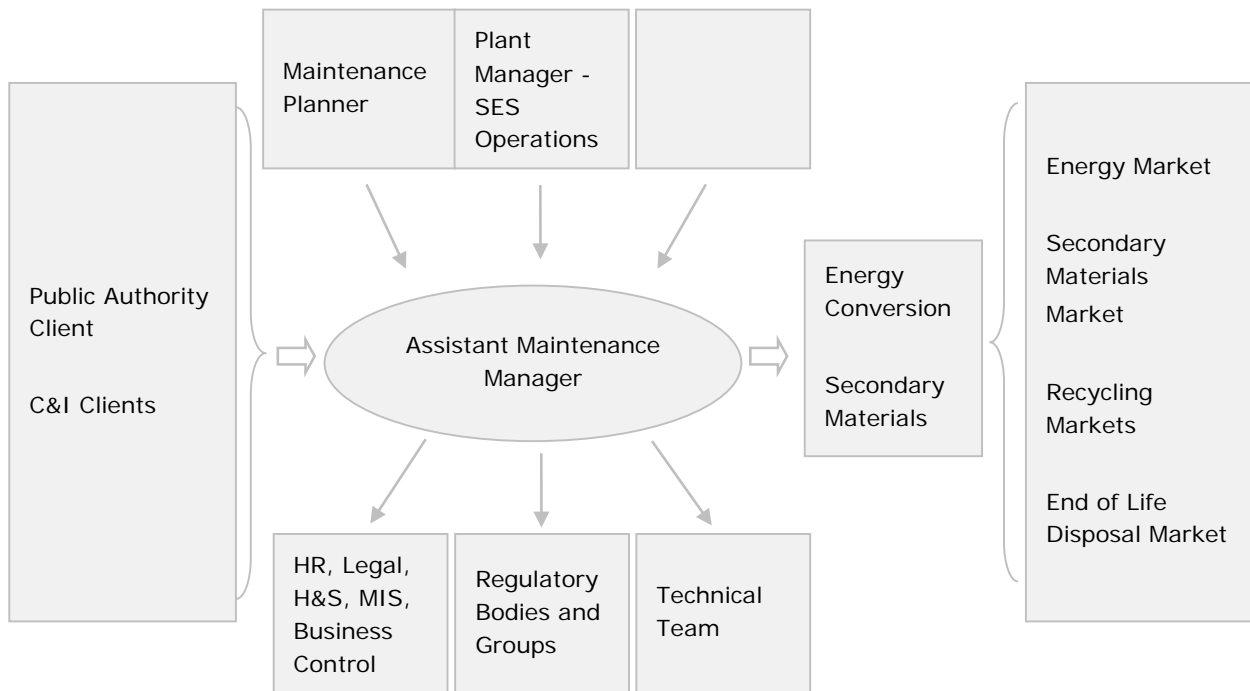
Position title	Assistant Maintenance Manager
Date	December 2015
Line Manager title	Maintenance Manager - SES Operations
Grade	9

Purpose

(the 'why' of the position, within which limits and according to what objectives)

Why	To implement the maintenance of an energy recovery facility in an effective and cost efficient manner, ensuring the facility is fully compliant with regulatory standards for safety, health and environment.
Within	To work within the operational and maintenance management system of the facility
According to	The plant design parameters and operational cost constraints

Key stakeholder interaction network



Ideal candidate experience

- HNC or time served in Mechanical/Electrical or Process Engineering.
- Experience of working in a process industry
- Experience of Environmental Legislation
- A Health and Safety qualification is desirable

Area one - Leadership

Details	Delivery measure
<ul style="list-style-type: none"> • Maintain control by conveying consistency of knowledge and experience. • Establish management controls for the Facility in line with SES Business Strategy • Promote good working practice and positive employee relations by administering effective relationships internally and with the wider business. 	<p>USay, % of overdue CAR's</p> <p>USay, Business Control Audit Scores</p> <p>Adherence to the SES Business Strategy</p> <p>Usay</p>

<ul style="list-style-type: none"> • Support the workforce in periods of change to ensure the transition is implemented and sustained • Embody the Company Values and exhibit through daily interaction with your team. • Effective delegation to maintenance team within the facility • Promote a safety conscious attitude towards work. 	<p>SES Business Strategy</p> <p>Monthly Safety reports</p>
In order to	influence direct team and peers to achieve goals

Area two - Communication

Details	Delivery measure
<ul style="list-style-type: none"> • Support the Facility Management in communications with external regulatory bodies. (HSE, EA) • Liaise closely with the Facility Operations team in operational planning & control of maintenance activities. • Provide information for monthly reports on operational activities • Participate in monthly Maintenance Managers and Technical meetings. • Timely and effective reporting of incidents and events. • Attend the daily meeting on operational and maintenance issues and actions • Support production of shutdown summary reports on major overhauls and asset management programmes and proposed improvements. 	<p>CCS Scores</p> <p>Timely delivery of reports.</p> <p>Attendance at meetings</p>
In order to	ensure effective dialogue with all stakeholders

Area three - Best Practice Implementation

Details	Delivery measure
<ul style="list-style-type: none"> To ensure that the physical asset is operated and maintained in accordance with design. Assist on a regional basis on specific maintenance issues. Implement the Strategic Maintenance Plan for the facility Involvement of continuous improvement initiatives to deliver optimisation of the physical asset. Implement the use of maintenance management systems to maintain a sufficient level of spares in line with the asset management programme. Control the on site infrastructure to enable contract services to effectively carry out the planned maintenance activities of a major outage, (to cater for up to 150 contract personnel on site) To control the activity of planning daily and shutdown maintenance to provide a cost effective solution to the optimal long-term operational life of plant and equipment. To implement quality control systems for operational and maintenance activities and plant change to ensure that it is conducted in line with agreed management systems. Closely monitor maintenance activities to ensure the facility is operating within its design specification. 	<p>KPI's</p> <p>KPI Improvement</p> <p>Business Operations KPI's</p> <p>C(O)MMS and KPI's</p> <p>Shutdown plan on time and budget</p> <p>Maintenance KPI's</p> <p>Internal Audit</p> <p>Process KPI's</p>
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
<ul style="list-style-type: none"> Focus on ensuring an appropriately experienced and qualified Human Resource for effective Maintenance operations of the facility. Training and development of maintenance employees to their full potential, to include development discussions. Conformance of Company Policy and Procedures in line with employment legislation. Roles and responsibilities conveyed in a clear and consistent manner in line with the SES Strategy Manage the Workforce system. 	<p>Business Control Audit</p> <p>PDD's</p> <p>Monthly HR Reports</p> <p>USay</p> <p>C(O)MMS</p>

<ul style="list-style-type: none"> Do things right by task and monitoring of maintenance activities and feedback of findings. Stand in for the Maintenance Manager in periods of absence. 	Maintenance KPI's
In order to	engage and develop team and self.

Area five - Profitability

Details	Delivery measure
<ul style="list-style-type: none"> Best value cost control, to ensure that all overheads are kept to a minimum and operational resources are used in the most efficient and effective manner. Effective management of resource to minimise Maintenance labour costs. Support the production of monthly reports on operational and Maintenance activities Reporting of company Maintenance performance indicators, KPI's - Local, Divisional, SE, and Financial. 	SES Business Strategy C(O)MMS P&L and EBIT
In order to	achieve the financial targets and KPI's

Area six - Legislative Compliance

Details	Delivery measure
<ul style="list-style-type: none"> Implement control of maintenance activities so that the facility is fully compliant with regulatory standards for safety, health and environment. Ensure effective control of contractors. Comply with safety and environmental audit and CAR resolution Ensure the compliance of emissions monitoring equipment in line with the environmental permit and regulatory standards 	CCS Scores and Internal Environmental Audit % of outstanding CAR's
In order to	protect our customers, our employees, the environment and the company reputation

Please note

1. In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.