

Role and responsibilities

Identity

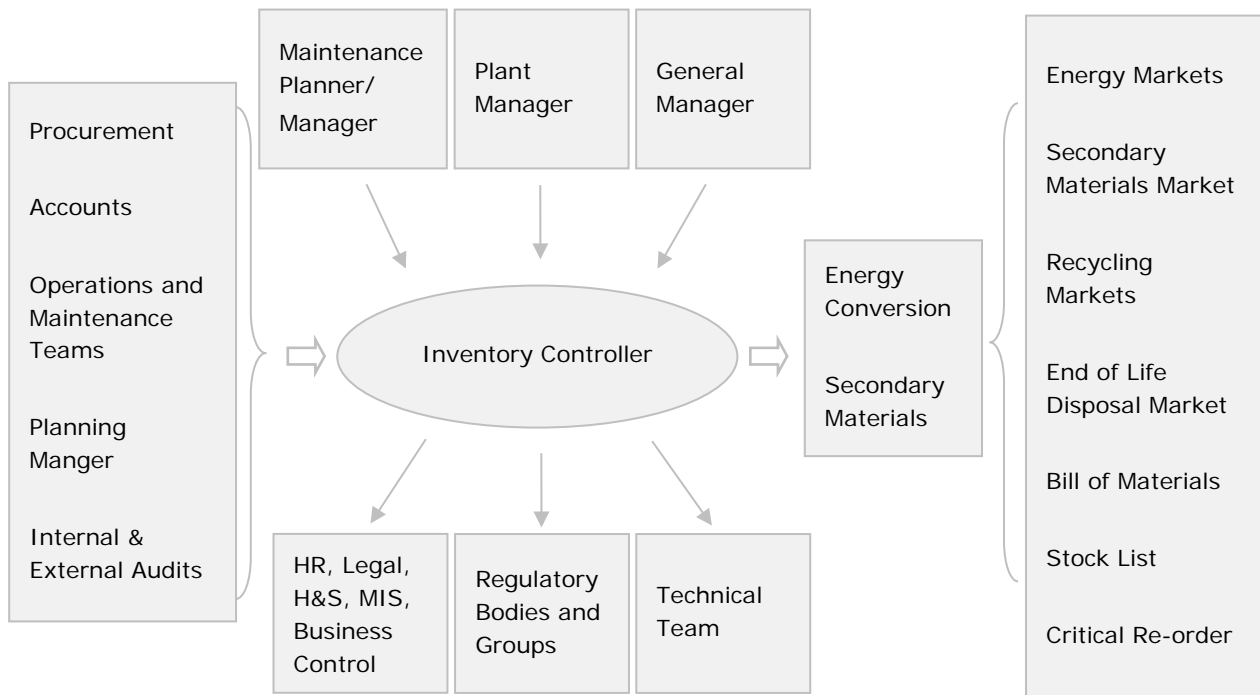
| | |
|---------------------------|--|
| Position title | EfW Inventory Controller |
| Date | January 2016 |
| Line Manager title | EfW Maintenance Manager or Maintenance Planner |
| Grade | 12 |

Purpose

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

| | |
|---------------------|--|
| Why | Manage and take accountability of the process of stores inventory control to plan, control, order, issue and receive all spares stock and engineering consumables, to ensure availability of the correct spares and equipment for the continuous operation and maintenance of the facility at all times. To ensure effective financial management of the stock control process and secure the availability and integrity of the facility |
| Within | To work within the maintenance and operational management system of the facility. |
| According to | The plant design parameters, operational cost constraints and Company fiscal procedures |

Key stakeholder interaction network



Ideal candidate experience

- Completion of a recognised engineering apprenticeship
- City and Guilds level
- 3 years experience in a maintenance engineering background
- Health and Safety training
- Experience of a computer maintenance management system
- Manual Handling training
- Inventory control and stores management.
- Experience of budget controls

Area one - Communication

| Details | Delivery measure |
|---|---|
| <ul style="list-style-type: none"> • Provide information for monthly reports on maintenance activities • Participate in monthly Maintenance Managers and Technical meetings • Timely and effective reporting of incidents and events. • Provide information in support of inventory movements for routine shutdown and major overhauls in line with asset management programmes and proposed improvements • The provision of stock levels and financial costings to the accounts department. • Communicate to all relevant staff the procedure for finding stock items during out of hours period ensuring a robust system is in place for tracking items removed out of hours. | <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 two - Best Practice Implementation

| Details | Delivery measure |
|--|---|
| <ul style="list-style-type: none"> • To ensure that all items are kept in their designated area as detailed on the computer stock control system • Carry out stock control checks as stipulated within the company fiscal procedures. • To use the maintenance management systems to maintain a sufficient level of spares in line with the asset management programme. • To support the process of planning daily maintenance and shutdown maintenance • To work within the quality control systems for maintenance activities and plant change is conducted in line with agree management systems. • To support the operational planning of daily activities witch falls in respect of the daily planning of maintenance and shutdown activities. • Monitor inventory use-age and replenishment to ensure the facility is maintained within its design specification. | <p>KPI's</p> <p>Business Operations KPI's</p> <p>CMMS KPI's</p> <p>Shutdown plan on time and budget</p> <p>Maintenance KPI's</p> <p>Internal Audit.</p> |

| | |
|---|---|
| <ul style="list-style-type: none"> • Ensure that the COMMS and plant electronic filing and paper documentation systems are current and up to date. • Operational Management system guidance document. • Quality control for all new items and refurbished items. Making sure all stock purchased and delivered to the store are within the technical specification as per the purchase agreement. Referring to he as build drawings, technical specification manuals or external engineering departments. Carry out regular audits to carry out stock movements and re-order levels. • Where stock is held at third party premises we need to perform as required external stock audits to establish stock levels and condition, and it is clearly identified as SUEZ property. • Establish a system for reporting stock movement KPI's as part of the maintenance reporting system. | |
| In order to | optimise operational /departmental performance and efficiency |

Area three - Profitability

| Details | Delivery measure |
|--|---|
| <ul style="list-style-type: none"> • Manage inventory values in the order of £1 – 2 million, and within year stock movement of up to circa £500,000. • Ensure stock usage records are updated and spares procurement is completed, in a cost effective manner. • Have an awareness of the R and M expenditure and understand how this affects the maintenance budget. • Implement best value of procurement of the inventory to ensure that maintenance activities are cost effective. • Interrogate the Maintenance Management System to review inventory movement. • Contribute to the maintenance performance indicators, KPI's – Local. • To work with technical procurement to actively source the most realistic price for spares and engineering consumables and identify cost savings via the use of alternative suppliers. Highlight opportunities for sharing strategic spares across the division. | <p>SES Business Strategy</p> <p>CMMS P&L and EBIT</p> |
| In order to | achieve the financial targets and other KPIs |

Area four - Legislative Compliance

| Details | Delivery measure |
|---|---|
| <ul style="list-style-type: none"> • To ensure a safe and tidy work place is maintained within the stores area of the workshop including the introduction of designated areas for dangerous/hazardous goods, specialist items and quarantined areas for broken/damaged equipment and to maintain records working within the company procedures. • To ensure where applicable all items requiring test certificate, letters of conformity or COSHH data sheets are accompanied by the correct documentation. Distribute where applicable and maintain records of the documentation working within the company procedures. • Developing safe systems of work, risk assessments and safe working procedures. • Ensure personnel Health, safety and welfare and that of others is the paramount consideration, when carrying out any on site activity. • Work in conjunction with all stake holders to ensure all plant and processes are fully compliant with regulatory and contractual requirements. • Environmental impact must always be considered. Any risks identified must be managed, by application of suitable control measures. • Internal and External financial auditors – Business control audits. | <p>CCS Scores and Internal and Environmental Audit</p> |
| <p>In order to</p> | <p>protect our customers, our employees, the environment and the company reputation</p> |

Area five - Administration

| Details | Delivery measure |
|---|--|
| <ul style="list-style-type: none"> Deal with all associated administration, and also provide cross functional support to the other members of the Maintenance and Operations team as and when required. Full accountability to maintain and update the computer stock control system by the issuing and receipt of goods and services working within the company procedures. To be responsible for raising purchase requisitions for goods and services upon request for forwarding to the purchasing department and maintain records of the documentation working within the company procedures. On receipt of goods and services perform the completion of goods received notes for forwarding to the purchasing department highlighting shortages/damages and maintain records of the documentation working within the company procedures. Compile Bill of Materials for routine and shutdown maintenance activities. Stock listing. | <p>Timely delivery or reports</p> <p>KPI's</p> |
| In order to | ensure the accuracy and timeliness of information and data |

Area six - Customer (Internal & External)

| Details | Delivery measure |
|---|-----------------------|
| <ul style="list-style-type: none"> Establish effective relationships with both internal and external customers. Actively participate in internal and external audits. Significant contribution to the availability of the plant. To liaise the planner on purchase requisitions for good and services Leading up to outage periods and subsequently during these periods the TSC will liaise with cross functional departments, external contractors and local management teams. During this period the TSC will co-ordinate consignment stock control, manager consumables and possibly supervise seconded staff to alleviate and manager the extra pressures associated with outage periods. | |
| In order to | maximise co-operation |

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.