

Role and responsibilities

Identity

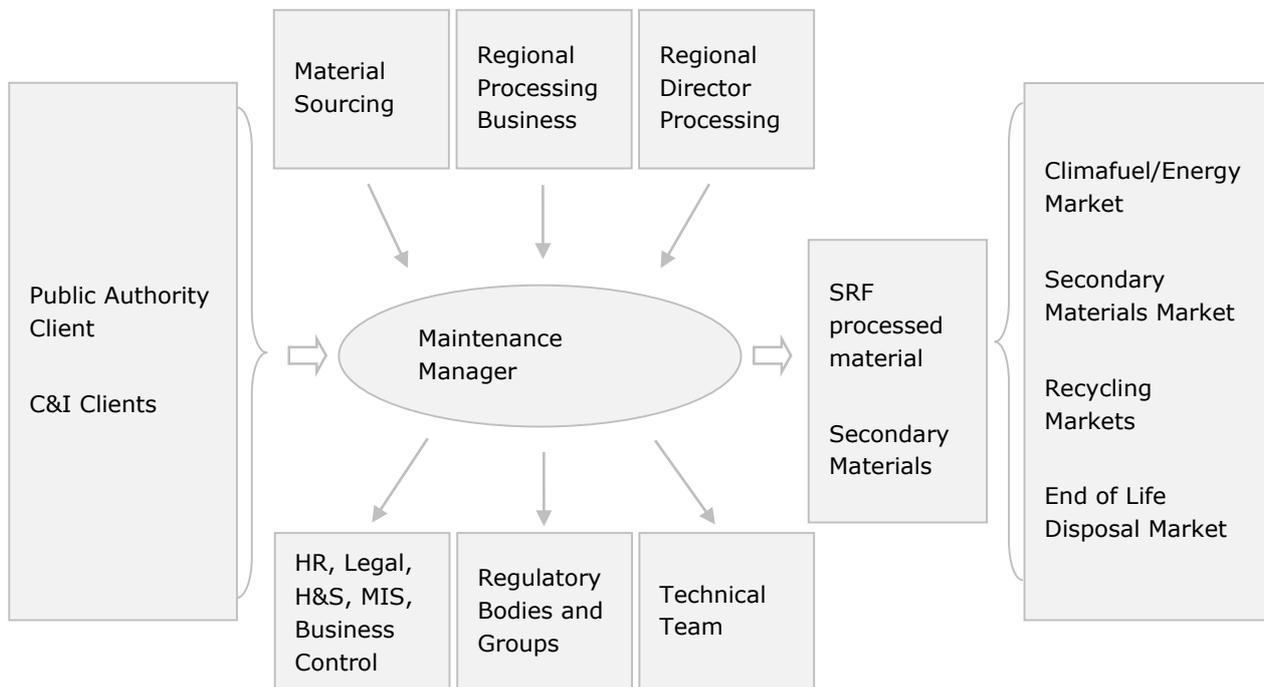
Position title	Production Maintenance Manager
Date	June 2019
Line Manager title	Operations Manager
Grade	9

Purpose

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

Why	To manage the maintenance of a SRF 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"> • Demonstrate authority by conveying consistency of knowledge and experience. • Develop good working practice and positive employee relations by administering effective relationships internally and with the wider business. • 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. • Ensure effective delegation to the maintenance team within the facility • Promote a safety conscious attitude towards work. 	<p>USay, % of overdue CAR's</p> <p>USay, Business Control Audit Scores</p> <p>Adherence to the business Strategy</p> <p>Usay</p> <p>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"> • To engage in the communications with external regulatory bodies. (HSE, EA) • Provide information for monthly reports on operational/maintenance activities • Participate in monthly Maintenance Managers and Technical meetings. • Timely and effective reporting of incidents and events. • Daily meeting of operational and maintenance issues and actions • Produce shutdown summary reports on major overhauls and asset management programmes and proposed improvements. • Assist Regional & Site Management in budget preparation, particularly forecasting spend associated with plant downtime and maintenance. 	<p>CCS Scores</p> <p>Timely delivery of reports.</p> <p>Attendance at meetings</p>

In order to	ensure effective dialogue with all stakeholders
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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. • Deliver the strategic maintenance plan for the facility, focus on the preventive approach. • To ensure the physical asset is optimised through originating continuous improvement initiatives. • Develop and implement maintenance work practices and procedures. • Actively seek opportunities to reduce maintenance costs and time of activity. • Ensure use of maintenance management systems (Mainsaver) to maintain a sufficient level of spares in line with the asset management programme. • Ensure maintenance spend is within agreed target. • To ensure sufficient on site infrastructure to enable contract services to effectively carry out the planned maintenance activities. • To administer the process of planning both daily and shutdown maintenance so that it is carried out in a manner to provide a cost effective solution to the optimal long-term operational life of plant and equipment. • Closely monitor maintenance activities to ensure the facility is operating within its design specification. • Assist Technical Team and review all planned maintenance activities in Maintenance management system (Mainsaver) at certain interval and change respectively so that it maximise plant efficiency and performance • 	<p>KPI's</p> <p>KPI Improvement</p> <p>C(O)MMS and KPI's</p> <p>Maintenance KPI's</p> <p>Maintenance KPI's</p> <p>Shutdown plan on time and budget</p> <p>Maintenance KPI's</p> <p>Maintenance KPI's</p> <p>Internal Audit</p>
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
<ul style="list-style-type: none"> • Provide adequate and 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 business strategy • Manage the Workforce system. • Develop strong and clearly defined links with internal and external service providers/contractors related to the operation. • Task and monitoring of maintenance activities. • Stand in for the Site Manager at times of absence. 	<p>Business Control Audit</p> <p>PDD's</p> <p>Monthly HR Reports</p> <p>USay</p> <p>Maintenance KPI's</p>
In order to	Have engaged and safe working employees

Area five - Protection

Details	Delivery measure
<p>Keep accurate and comprehensive records for all maintenance work across the sites. Make sure that all plant & machinery is fully maintained, serviceable & not used if defected.</p> <p>Manage contractors and permit to work procedures across the site.</p> <p>Manage 3rd party contractors carrying out maintenance activities on the sites.</p> <p>Maintaining full and comprehensive Risk Assessments, Safe Working Procedures and COSHH assessments in relation to site maintenance works.</p> <p>Ensure the training of all site personnel and contractors in the understanding and execution of such procedures.</p>	<p>Plant performance</p> <p>Adherence to P&P & H&S P&P & SIM</p>
In order to	

Area six - 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. • Produce and interrogate monthly reports on operational and Maintenance activities • Reporting of company Maintenance performance indicators, KPI's - Local, Divisional/Regional. 		Business Strategy C(O)MMS P&L and EBIT
In order to	achieve the financial targets and KPI's	

Area severn - Legislative Compliance

Details		Delivery measure
<ul style="list-style-type: none"> • Manage and control of performance of the facility to be fully compliant with regulatory standards for safety, health and environment. • Ensure effective control of contractors. • Comply with safety and environmental audit and CAR resolution • To ensure the compliance emissions is 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

- 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.

Key Responsibility -Protection

1. Keep accurate and comprehensive records for all maintenance work across the sites. Make sure that all plant & machinery is fully maintained, serviceable & not used if defected.
2. Manage contractors and permit to work procedures across the site.
3. Manage 3rd party contractors carrying out maintenance activities on the sites.
4. Maintaining full and comprehensive Risk Assessments, Safe Working Procedures and COSHH assessments in relation to site maintenance works.
5. Ensure the training of all site personnel and contractors in the understanding and execution of such procedures.