

Role and responsibilities

Identity

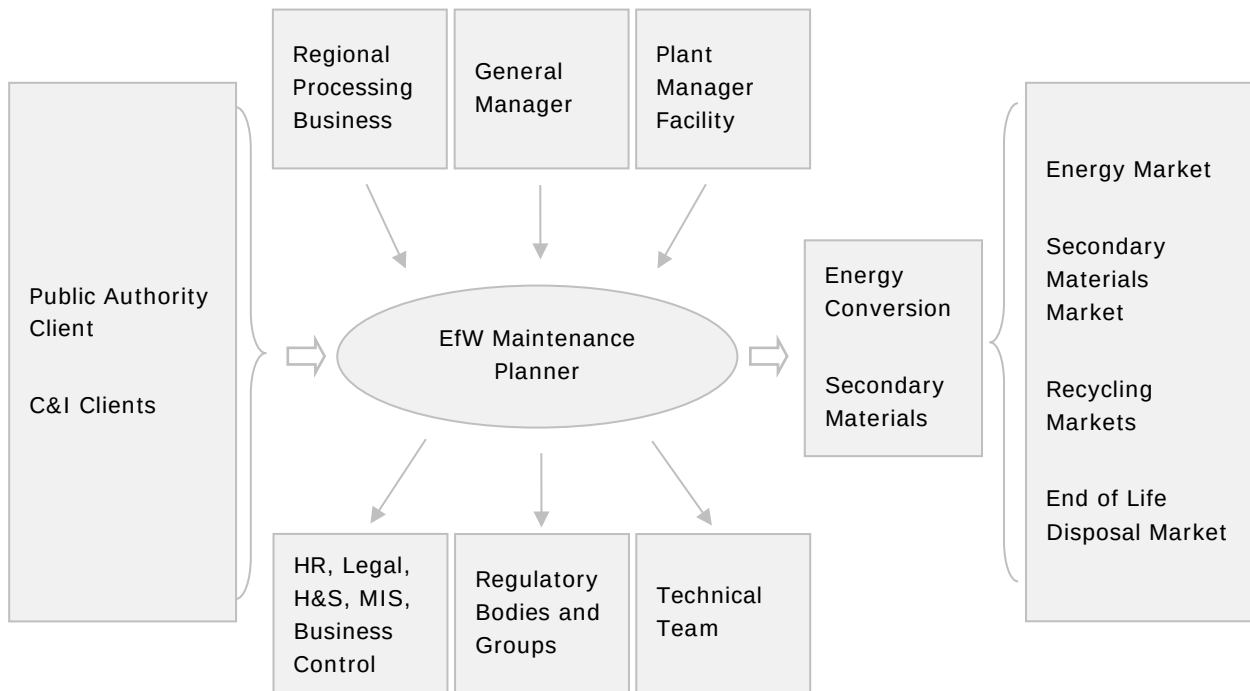
Position title	EfW Maintenance Planner
Line Manager title	Maintenance Planner

Purpose

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

Why	To manage the process of planning daily maintenance and annual shutdown activities from 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 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
- Project planning experience
- A Health and Safety qualification is desirable

Area one

Details	Delivery measure
- Demonstrate authority by conveying consistency of knowledge and experience. - Promote 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. - Promote a safety conscious attitude towards work.	USay, % of overdue CAR's USay, Business Control Audit Scores Adherence to the SES Business Strategy Usay SES Business Strategy Monthly Safety reports
In order to	influence direct team and peers to achieve goals

Area two - Communication

Details	Delivery measure
- Provide information for monthly reports on maintenance activities - Participate in monthly Maintenance Managers and Technical meetings. - Timely and effective reporting of incidents and events. - Chair the daily meeting of operational and maintenance issues and actions - Provide information in support of shutdown summary reports on major overhauls and asset management programmes and proposed improvements.	CCS Scores Timely delivery of reports. Attendance at meetings
In order to	ensure effective dialogue with all stakeholders

Area three - Best Practice Implementation

Details	Delivery measure
- To ensure that the physical asset is maintained in accordance with design. - To support the optimisation of the physical asset through completion of continuous improvement initiatives. - To use the maintenance management systems to maintain a sufficient level of spares in line with the asset management programme. - To manage the process of planning daily maintenance and shutdown maintenance - To implement quality control systems for maintenance activities and plant change is conducted in line with agreed management systems. - To manage the operational planning of daily activities which falls in respect of the daily planning of maintenance and shutdown activities. - Monitor daily maintenance activities to ensure the facility is maintained within its design specification. - Ensure that the CMMS and plant electronic filing and paper documentation systems are current and up to date. - Carry out site visits to assess resource and service requirements for tasks to assist with accurate planning and efficient time management for SUEZ and contractor resources.	KPI Improvement Business Operations KPI's C(O)MMS and KPI's Shutdown plan on time and budget Maintenance KPI's Internal Audit Internal Audit Process KPI's
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
- Training and development of stores person 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	Business Control Audit PDD's Monthly HR Reports USay
In order to	engage and develop team and self.

Area five - Profitability

Details	Delivery measure
- Implement best value cost control, to ensure that maintenance activities are cost effective - Effective scheduling of resource to minimise Maintenance labour costs - Interrogate the Maintenance Management System to review maintenance activities - Review and contribute to the maintenance performance indicators, KPI's – Local.	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
- Ensure that maintenance activities enable 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 maintenance of emissions monitoring equipment in line with the environmental permit and regulatory standards. - Draft maintenance Risk Assessments and Safe Working procedures as needed and ensure findings are followed. - Ensure that all plant maintenance statutory and legislative requirements are met with all associated documentation archived in line with the plant filing systems	CCS Scores and Internal Environmental Audit % of outstanding CAR's
In order to	protect our customers, our employees, the environment and the company reputation

Area seven - Administration

Details	Delivery measure
• Direct responsibility for ensuring that the planning and scheduling of all planned/preventative maintenance activities and the rectification of plant defects are effectively and efficiently planned/scheduled in line with plant asset critically and priority • Review, administer and audit the updated /revisions of plane documentation (i.e. drawings, P&ID's. O&M manuals) following plant changes upgrades and modifications. • Conduct shutdown planning activities in conjunction with Maintenance Manager and Supervision. Monitor report and advise on shutdown progress during outage periods. • Planning, scheduling and monitoring of planned maintenance activities in line with the maintenance plant and in conjunction with the Plant Management Team. • Provide bill of materials (BOM's) for routine & shutdown maintenance activities • Chair the weekly plant planning meeting. Carryout the duties of the Maintenance Supervisor in their absence.	
In order to	ensure the accuracy and timeliness of information and data

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.