

Role and responsibilities

Identity

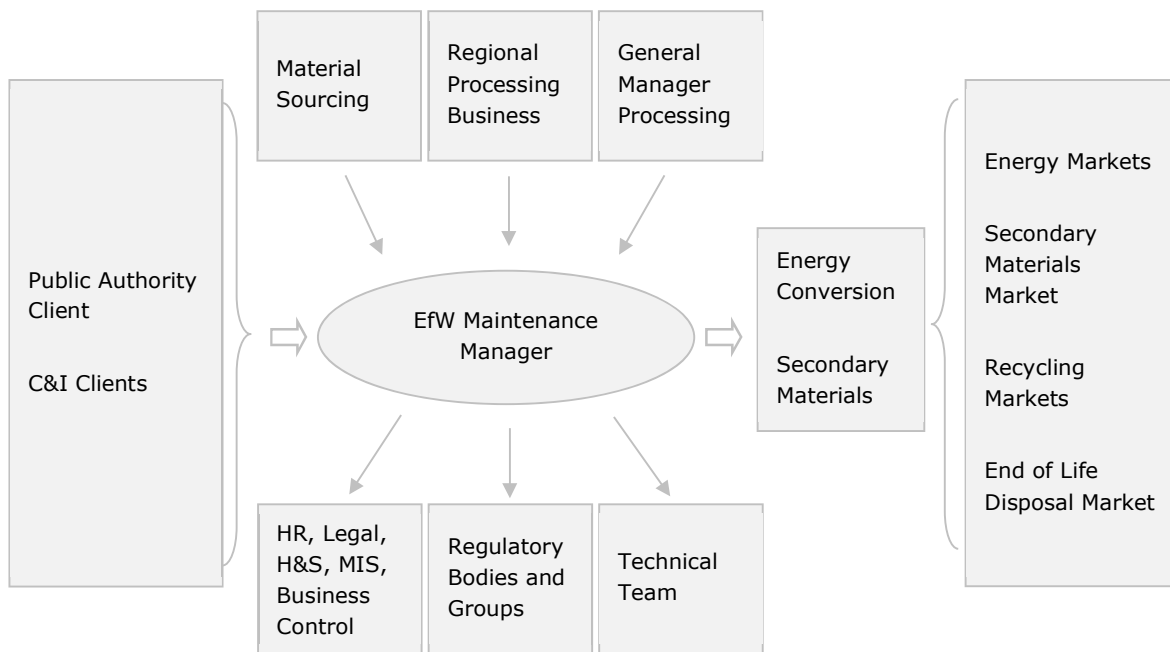
Position title	EfW Maintenance Manager
Date	January 2016
Line Manager title	Plant Manager
Grade	7

Purpose

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

Why	To manage 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
- 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.	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
- To engage in the communications with external regulatory bodies. (HSE, EA) - Provide information for monthly reports on operational 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.	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 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. - Ensure use of maintenance management systems to maintain a sufficient level of spares in line with the asset management programme. - To ensure sufficient 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 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. - To manage quality control systems are in place for operational and maintenance activities and plant change is conducted in line with agreed management systems. - Closely monitor maintenance activities to ensure the facility is operating within its design specification.	KPI's KPI Improvement C(O)MMS and KPI's Shutdown plan on time and budget Maintenance KPI's Internal Audit
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
- 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.	Business Control Audit PDD's Monthly HR Reports USay

- Roles and responsibilities conveyed in a clear and consistent manner in line with the SES Strategy - Manage the Workforce system. - Task and monitoring of maintenance activities. - Stand in for the Operations or Plant Manager at times of absence.	Maintenance KPI's
In order to	

Area five - Profitability

Details	Delivery measure
- 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, 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
- 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 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.