



## Maintenance Manager – Job Description

(Job Code and Level: MFGMAI004)

### **Definition:**

Responsible for ensuring that the facilities, layout and machinery used to produce new and existing materials and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical, electrical and robotic equipment (including software programming). Includes people management and budgetary/cost reporting.

This role may report into either the Head of Manufacturing or the Head of Engineering.

### **Overall Purpose of the Role:**

Lead the site Maintenance function in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure. Responsible for planned scheduling creation and overseeing the adherence and timely completion of work carried out. Increase the site operational effectiveness, improve on project delivery, mean time between failure and downtime reduction, and manage and implement improvement plans, driving Key Performance Indicators (KPI's) ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the department. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance
- Contribute to new business initiatives and projects and review and communicate the impact on Maintenance activities

## **General and Task Management**

- Effectively delegate any maintenance issues to be resolved on each shift and small projects to the right skills in the team, planning and managing effective works
- Adhere to daily and weekly checks to ensure smooth operation of site
- Develop a Planned Preventative Maintenance (PPM) schedule, ensure full preventative maintenance is carried out, plan in missed maintenance activities, and lead the team to deliver effectively
- Audit and ensure compliance of the engineering data systems
- Schedule both internal and external work(s) maximising planned down time and reducing unplanned downtime
- Manage the team to ensure machine availability, reactively managing dysfunctional machinery with the Shift management
- Optimise equipment according to standard procedure, enhancing performance and product quality, ensuring the achievement of all Key Performance Indicators (KPIs)
- Ensure routine calibration and maintenance requirements of a variety of electro-mechanical, hydraulic and pneumatic systems are undertaken
- Ensure that designated buildings, plant and facilities are fit for purpose and to provide proactive support/solutions when required
- Develop clear accountability for maintenance material spend combined with a strategy to manage expenditure
- Manage systems and equipment data storage and maintain high levels of standards and accuracy
- Manage the process of the introduction of new machinery, plant and equipment from drawing up the specification, to managing suppliers through to full installation in collaboration with all relevant parties
- Manage the process of disposal of obsolete machinery, plant and equipment from gaining agreement to write off to physically removing it and its safe and lawful disposal
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify business improvement opportunities within the organisation
- Provide technical expertise to the team
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility
- Ensure KPIs are met by working to the overall plan, including management of, and reporting
- Conduct risk assessments of processes and tasks in the department

- Manage contractors on site to ensure they meet legal and company requirements
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

### **People Management**

- Manage, coach and develop a high performing Maintenance team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them
- Ensure the delivery of the People Strategy within area of accountability
- Manage and lead the team, ensuring adequate staffing levels
- Motivate and coach the team to operational success
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Review, implement and update company records e.g. training matrices, performance reviews, risk assessments
- Communicate KPIs from the strategic annual plan so that each employee is aware

### **Financial and Budget Control**

- Input and hold responsibility for maintenance budgets
- Prepare the annual Maintenance budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with legal standards. Manage the budget from identification to completion of projects

### **Relationship Management**

- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the maintenance strategy
- Communicate with stakeholders the impact of market change and potential effects on engineering design and development. Recommend solutions without compromising quality or service while optimising cost
- Liaise and communicate with other departments, customers, suppliers and other service providers

- Ensure an effective interface with other departmental staff is maintained

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Support encourage and develop team and take ownership for team cohesion
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- A self-starter, motivated and able to positively motivate others
- Focused and target driven with a positive, can-do attitude

### **Skills and Attributes:**

- Excellent leadership and man management skills
- Excellent interpersonal skills
- Ability to manage a variety of cross-functional team members
- Excellent written, verbal and presentation skills
- Excellent organisational and follow-up skills
- Competent in problem solving, team building, planning and decision making
- Commercially aware

### **Qualifications and Experience Levels:**

- Relevant manufacturing/engineering degree is preferred, or HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualification
- Extensive plant level experience with significant proven man management experience
- Completed a fully indentured apprenticeship with a mechanical/ electrical/ electronic discipline
- Technical capability and understanding
- Understanding of Advanced Product Quality Planning (APQP), lean manufacturing
- Experience of managing Profit and Loss (P&L) responsibilities for maintenance
- Understanding of manufacturing and procurement/supply chain
- Understanding of TS16949, IOSH/NEBOSH, ISO 14001
- Strong proficiency in Microsoft Office

- Membership of an appropriate professional body such as the Institute of Manufacturing

**Example roles this job description may cover:**

- Maintenance Supervisor