



JOB TITLE: Maintenance Supervisor

LOCATION: Wretham

REPORTS TO: Site Manager

RESPONSIBLE FOR: Maintenance Department

INTERACTS WITH: Site Manager, Site Supervisor, Maintenance Engineers, Shift Supervisors, Site Administration, Contractors and Suppliers.

HOURS OF WORK: 40 hours/week 8.00 to 16.30 with a 1/2-hour break, but flexible within the requirements of the role due to potential breakdowns. Potential for Saturday and Sunday overtime for essential work.

JOB PURPOSE

The jobholder is responsible for leading the maintenance team on preventative maintenance and repair of heavy plant equipment to ensure efficient, continuous operation of the site.

A hands-on role, working closely with the engineers, production teams and managers, ensuring the day-to-day maintenance and repairs is completed effectively and safely, alongside continual improvements to the production plant.

Developing a detailed understanding of the facility to continuously improve maintenance systems and ensure the team complies with Health, Safety, Environment and Quality regulations as well as other legal and operational requirements as detailed within the manuals, systems, and permits.

Plan and manage the team efficiently to ensure continuous operation, with proactive identification of potential breakdowns of the plant and equipment along with planned preventative maintenance.

Monitor the costs associated with the department and the sustainable and cost-effective sourcing of parts and materials.

KEY DUTIES

- Lead by example and take a pro-active approach to establish and maintain a high level of awareness within the site for Health, Safety, Welfare, Quality and Security matters, whilst developing and promoting your team's ideas for continuous improvement.
- Ensure that Daily, Weekly & Monthly preventative planned maintenance (PPM) activities are in place, executed and recorded and are optimized on an ongoing basis
- Plan and schedule the maintenance operations in a production environment, delivering the plan and making adjustments and decisions whilst under pressure.
- Supervise the health, safety and welfare of their team, contractors, and visitors whilst they are on site and primarily within the production buildings and associated areas.
- Responsible for the workshop & stores areas and team housekeeping.
- Plan and manage your team in day to day matters, so that full operational cover is provided.
- Regularly review your team, to identify their strengths and weaknesses and develop and monitor the associated development plans.



Certificate Number 11259

ISO 9001
ISO 14001
OHSAS 18001

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- Responsible for stores & spares management, using existing approved suppliers to ensure spares are readily obtainable, with the longer lead-time critical spares held in stock, resulting in minimal plant downtime.
- Maintaining and reviewing spares stock level especially critical and essential spares, using traditional stock management techniques.
- Looking at new suppliers for spares and engineering support, nationally and locally.
- Recording and monitoring of costs associated with the department including spares, labour, and downtime.
- Promote a high level of motivation and morale to lead a team, ensuring that the plant is operated in a safe and legal manner in full compliance with the relevant Manuals and Permits within the quality system.
- Hands on guidance and training, to assist the teams with both preventative and reactive maintenance requirements associated with the plant and equipment.
- Responsible for the continual operation of the plant, fault finding and breakdowns repairs.
- Ensure the root cause of significant downtime is identified and take a proactive approach to providing improvements resulting in minimising downtime and optimising production.
- Actively support the site's continuous improvement activities across all departments.
- Supervise / co-ordinate on-site engineering projects, where necessary.
- Flexible approach to work and be reasonably contactable out of hours.
- Carry out any other duty as reasonably required by the Site Manager.

ESSENTIAL SKILLS / EXPERIENCE

- Preferably CGLI, NVQ, BTEC, HND or equivalent qualification.
- Be able to demonstrate competency in the areas of Safety, Health, Environmental and Quality.
- Knowledge and experience in but not limited to: -
- Conveyor belt systems - changing bearings and rollers, fitting skirts.
- Pan mixers – Replacing arms, tips and wear plates, gearbox repairs.
- Hydraulics – servicing hydraulic packs, replacing ram seals, valve and hose servicing /repair.
- Pneumatics – Airline replacement, compressor servicing, valve replacement.
- Welding and fabrication.
- Confident and diplomatic communicator, both written and verbal, demonstrating attention to detail, with computer and administrative skills.
- Sound judgement skills with a rational approach to leading a team, and delivering the best customer service, both internally and externally
- Ability to identify areas for improvement and implement changes to plant and equipment.
- Hands on approach to training and developing the team across a range of activities including Health & Safety, Maintenance, Operations.
- Strong leader with the ability to train and motivate others in the understanding of plant and machinery maintenance.
- Ability to review and improve PPM systems and processes within a growing business, and (in conjunction with the Site Manager and Senior Supervisor).
- Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.
- Must have a flexible approach to work and be reasonably contactable out of hours.

DESIRABLE SKILLS / EXPERIENCE

- Experience within an aggregates, concrete, mining or waste environment.

- Basic industrial electrical knowledge.
- Holder of an IOSH or recognized safety training certificates.
- Confident and diplomatic communicator, both written and verbal.
- Ability to offer ideas and thoughts for discussion to promote the development of the business.
- Knowledge of waste or environmental legislation.
- First Aider, Fire Training, Manual Handling, and other appropriate qualification.
- Supervisory or management qualification.
- Experience of stock management systems
- Experience of continuous improvement techniques.
- At least 2 years' managerial/ supervisory experience within a heavy industry (aggregates, concrete, mining, or waste) maintenance environment with the ability to fault find and repair mechanical, hydraulic and pneumatic issues.

