



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 Maintenance Supervisor is responsible for **leading and managing the maintenance team** to deliver effective preventative maintenance, fault diagnosis, and repair of heavy plant and equipment, ensuring the **efficient and continuous operation of the site**.

This is a **hands-on leadership role**, working closely with engineers, production teams, and site management to ensure that day-to-day maintenance and repairs are completed safely, efficiently, and to a high standard, while supporting **continuous improvement initiatives** across the production plant.

The role requires the development of a **detailed understanding of the facility**, enabling the maintenance team to optimise systems, enhance reliability, and ensure full compliance with **Health, Safety, Environmental, and Quality (HSEQ) regulations**, as well as other legal and operational requirements defined within site manuals, systems, and permits.

The Maintenance Supervisor will **plan, organise, and manage the maintenance team**, proactively identifying potential equipment failures, scheduling preventative maintenance, and ensuring minimal disruption to production. Additionally, the role includes **monitoring departmental costs**, managing the sustainable and cost-effective sourcing of parts and materials, and contributing to operational efficiency through effective resource management and continuous improvement.

## KEY DUTIES AND RESPONSIBILITIES

- Lead by example by adopting a proactive approach to **Health, Safety, Welfare, Quality, and Security**, promoting a strong safety culture and encouraging continuous improvement initiatives from within the team.
- Ensure all **Daily, Weekly, and Monthly Preventative Planned Maintenance (PPM)** activities are effectively planned, executed, recorded, and continuously optimised. Monitor individual engineer performance against agreed targets and follow up where necessary.
- Plan, schedule, and manage maintenance operations within a fast-paced production environment, making effective decisions and adjustments under pressure to maintain operational continuity.
- Take responsibility for the **health, safety, and welfare** of employees, contractors, and visitors, ensuring full compliance within production buildings and associated areas.
- Maintain high standards of **housekeeping** across workshops and stores, ensuring the team adheres



ISO 9001  
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to best practice and site standards.

- Manage and coordinate the engineering team on a day-to-day basis to ensure full operational cover and effective response to both planned and unplanned maintenance requirements.
- Conduct regular performance reviews to identify individual strengths and development areas, implementing and monitoring structured development and training plans.
- Manage **stores and spares**, ensuring critical and long-lead-time spares are identified, sourced from approved suppliers, and held at appropriate stock levels to minimise plant downtime.
- Review and control spares stock levels using established stock management techniques, ensuring cost-effective inventory control.
- Identify and assess new suppliers for engineering support and spare parts at both local and national levels, ensuring quality, reliability, and value.
- Record, monitor, and control departmental costs, including **spares, labour, and downtime**, contributing to budget control and continuous cost improvement.
- Motivate and lead the team to maintain high morale and engagement, ensuring all activities are carried out safely, legally, and in full compliance with relevant manuals, permits, and quality systems.
- Provide advanced **fault-finding expertise** across electrical, hydraulic, and pneumatic systems, ensuring effective communication of technical information to the wider team.
- Deliver hands-on leadership, coaching, and training to support both preventative and reactive maintenance activities across plant and equipment.
- Ensure the continual operation of plant and equipment by leading fault diagnosis, breakdown response, and repair activities.
- Identify the **root causes of significant downtime**, implementing corrective and preventive actions to minimise recurrence and optimise production performance.
- Actively support and contribute to **continuous improvement initiatives** across all site departments.
- Supervise and coordinate on-site engineering projects as required, ensuring work is completed safely, on time, and to specification.
- Maintain a flexible approach to work, including reasonable availability outside of normal working hours to support operational needs.
- Carry out any additional duties as reasonably required by the Site Manager.
- Monitor, measure, and report on the performance of the engineering department and individual team members, implementing systems and processes to ensure effective maintenance delivery while maintaining high production output.
- Remain adaptable to changing priorities, responding dynamically to operational demands and plant requirements.

#### ESSENTIAL SKILLS / EXPERIENCE

- Recognised engineering qualification such as **C&G / NVQ / BTEC / HND** or equivalent vocational or technical qualification.
- Demonstrable competence and practical experience in **Health, Safety, Environmental, and Quality (HSEQ)** standards, with a strong understanding of safe systems of work and regulatory compliance.
- Proven hands-on maintenance experience across a range of plant and equipment, including but not limited to:
  - **Conveyor belt systems** – bearing and roller replacement, skirt installation and adjustment
  - **Pan mixers** – replacement of arms, tips, and wear plates; gearbox maintenance and repair

- **Hydraulic systems** – servicing hydraulic power packs, ram seal replacement, valve and hose repair
- **Pneumatic systems** – airline installation and replacement, compressor servicing, valve maintenance
- **Welding and fabrication** – carrying out repair work to a high standard
- Confident and professional communicator with strong **written and verbal communication skills**, able to engage diplomatically with colleagues, contractors, and stakeholders at all levels.
- Competent in **computer-based and administrative tasks**, including maintenance records, reports, and performance documentation, with a high level of accuracy and attention to detail.
- Sound judgement and decision-making ability, with a rational and structured approach to leading teams and delivering effective internal and external customer service.
- Demonstrated ability to identify improvement opportunities and implement practical enhancements to plant, equipment, and maintenance practices.
- Hands-on leadership style with proven experience in **training, coaching, and developing engineering teams**, covering Health & Safety, maintenance activities, and operational best practice.
- Strong leadership capability with the ability to motivate, engage, and upskill others in the effective maintenance and operation of plant and machinery.
- Experience in reviewing, improving, and optimising **Preventative Planned Maintenance (PPM)** systems and processes, supporting continuous improvement within a growing or evolving business environment, in collaboration with site management.
- Proactive and innovative mindset, capable of working independently using own initiative, supported by strong organisational skills and the ability to plan, prioritise, and manage multiple tasks simultaneously.
- Flexible approach to working hours, with willingness to provide reasonable **out-of-hours support** in line with operational requirements

#### DESIRABLE SKILLS / EXPERIENCE

- Previous experience working within **aggregates, concrete, mining, waste, or other heavy industrial environments**, with an understanding of the operational and safety challenges associated with these sectors.
- Basic **industrial electrical knowledge**, including fault-finding awareness and safe isolation principles, to support multidisciplinary maintenance activities.
- Holder of an **IOSH** qualification or other recognised **Health & Safety training certification**, demonstrating commitment to safe working practices.
- Strong interpersonal and communication skills, with the ability to communicate confidently and diplomatically, both verbally and in writing, across all levels of the organisation.
- Proactive contributor with the ability to present ideas, suggestions, and improvement proposals that support **business development and operational efficiency**.
- Working knowledge of **waste management and environmental legislation**, with an appreciation of compliance requirements and environmental best practice.
- Relevant additional certifications such as **First Aid, Fire Safety, Manual Handling**, or other role-appropriate training qualifications.
- Possession of a **supervisory or management qualification**, supporting effective leadership, team management, and performance oversight.
- Experience using **stock control and spares management systems**, including monitoring usage, managing critical spares, and supporting cost control.
- Exposure to **continuous improvement methodologies** (e.g. TPM, Lean, 5S, or similar), with the

ability to contribute to improvement initiatives.

- A minimum of **two years' supervisory or managerial experience** within a heavy industrial maintenance environment (aggregates, concrete, mining, or waste), with proven capability in fault finding and repairing **mechanical, hydraulic, and pneumatic systems**.

