



Assistant Maintenance Manager (Job Category: G)

Reports to: Maintenance Manager

Job Summary:

To provide support to the Maintenance Manager for Electrical & Mechanical Services to buildings and plant planned maintenance and reactive repair service to the site. To ensure that new and innovative techniques are developed and implemented to the highest standards in order to ensure maximum operational efficiency. To ensure best practices to Safety, Health and Environment requirement.

Duties:

Principle Accountabilities:

- To lead and develop the ISKL Building Maintenance team through effective communication, training and development, ensuring that the staff members are fully competent and trained to undertake key tasks.
- To support the Interim Maintenance Manager in further developing a managed and cost effective maintenance programme for the site services buildings, plant, systems and equipment through computerised system (GoFMX).
- Evaluate stakeholder / customer requirements and produce proposals including cost and timescales. Monitor the planned maintenance and remedial works to agree costs and time and ensuring all works are completed under the house-rule, standard and requirement to the satisfaction of the customer and regulatory authorities.
- Work with Shift Engineers to ensure safe and efficient operation of plant and continuity of essential site services including the gas supply installation.
- To provide an engineering service to design, plan and project manage minor site refurbishment and equipment installations.
- To manage and oversee safety & health procedure of all maintenance work, identify risk and review for improvement.
- To support the Interim Maintenance Manager in managing the human resources and operating budget and ensure that all financial management, projections and reporting requirements are fully met.
- Identify, develop, implement and review service level agreements and key performance indicators to ensure continued provision of high quality service and ensure customer satisfaction is maintained at a high level.



- Develop the existing Maintenance Team to ensure growth in skills and knowledge are linked to Service Level Agreements and Key Performance Indicators.
- Identify training and development needs, including the creation of a performance system, which assesses the competencies of maintenance staff.
- Contribute to an effective “change management” programme for key delivery elements e.g. services offered, products supplied, existing systems and processes etc.
- Maintain day-to-day contact with stakeholders and attend meetings as directed.
- Minimise service disruption of ISKL facilities to end user and attend to emergency situations when required.

Requirements

- The ability to establish, implement and monitor a high standard of excellence in areas of quality, safety and operational performance.
- To have a minimum engineering qualification of Degree and/or at least five (5) years of relevant experience in similar capacity.
- Good, all round knowledge of Building Management disciplines i.e. Electrical and Mechanical Engineering.
- Have experience in a Supervisory environment with Engineering as a component responsibility.
- Be commercially aware and have a sound knowledge of budget preparation, recommendation and management.
- Have good people management, leadership, decision-making and communications skills.
- Be resilient under pressure and be able to converse confidently with staff, suppliers and stakeholders at all levels.