

## **Aspire Job Description**

---

Job Title: REACTIVE MAINTENANCE MANAGER POSITION ID: RMM615

Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)

Location: TidNBul

Reports to: Maintenance Manager

Key Purpose of the Role: The role has specific responsibility for managing the employed maintenance workforce. The post holder will, in conjunction with the Maintenance Manager, ensure all works requests received are completed in a timely manner, in line with Contractual requirements and completed to the require standard.

Key Responsibilities: Quality, Health, Safety and Environment

- Provide leadership for HSE within the maintenance function. Positively influence the progression of behavioural safety and risk management ensuring the adoption of ADSL's QHSE policies and procedures throughout the area of responsibility.
- Ensure the adoption of safe working practices during the maintenance and repair of the estate
- Manage the safe systems of work for maintenance related activities
- Undertake sub-contractor management where required
- Undertake Mandatory training as required.

Reactive Maintenance

- Manage and co-ordinate building, civil, mechanical and electrical engineering maintenance teams
- Provide support to the Maintenance Manager by assessing work requirements and completing non-complex design work as directed
- Responsible for the use of materials and vehicles to ensure their correct efficient use and all wastage is minimised.
- Ensure all equipment and materials ordered are received, available to operatives and a continuous flow of work is maintained.
- Monitor the performance of the workforce to ensure staff are engaged, standards are maintained and individual training needs & potential are identified.
- Liaise with all stakeholders to ensure service level agreements are achieved and maintained.
- Continually review service provision to identify areas of improvement and develop effective systems/procedures for the implementation of major aspects of agreed policies.

People Management

- Management of technical staff, administrators, tradesmen and specialists delivering maintenance services
- Ensure disciplinary procedures and safety regulations are followed in accordance with company policy
- Ensure holiday, vehicle and sickness is managed to maintain the required level of service
- Management of PPE and coordination of tool box talks
- Assist in the identification of training needs and personal development requirements of maintenance staff
- Ensuring all personnel are kept abreast of legislation, new working practices and technological changes

## **Aspire Job Description**

---

- Supervise and ensure out of hours maintenance cover for the Garrison
- Identify and achieve performance targets for staff turnover, absenteeism and overtime

Provide full support to the Maintenance Manager undertaking reasonable requests and duties as considered necessary

### Qualifications:

#### Essential:

- Industry recognised qualification i.e. building, maintenance skilled trade, electrician etc
- IOSH Managing Safely
- Computer Literacy (Microsoft Word, Excel, Outlook & Project).
- Hold or to be able to achieve security clearance.
- GCSE in Maths and English or equivalent
- Full UK Drivers licence

#### Desirable:

- Proven experience within an MOD Environment
- PFI experience

### Experience & Knowledge:

#### Essential:

- Maintenance management experience in the service/FM industry
- Proven line management experience
- Proven ability to work in a team environment
- Proven ability to work to targets and deadlines
- Proven ability to work unsupervised and under pressure
- Thorough, methodical, with appropriate attention to detail
- Able to understand interpret and communicate data effectively
- Be able to remain calm under pressure
- Ability to work independently and as part of a team
- Flexible, adaptable and with the ability to act in a professional manner
- Confident and competent problem solving and decision making skills

### Skills:

- Good leadership and interpersonal skills.
- Commercially aware with good negotiating skills.
- Excellent client facing skills with the confidence to deal with people at all levels.
- Ability to lead, inspire, and motivate a team to meet objectives.
- Capable of working independently and collaboratively as part of a wider team.
- Excellent communication and presentation skills.

### Date:

31 August 2017