

Aspire Job Description

Job Title: MAINTENANCE COMPLIANCE MANAGER **POSITION ID:**

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: **ABC TIDWORTH**

Reports to: SENIOR MAINTENANCE COMPLIANCE MANAGER

Key Purpose of the Role: Provide technical maintenance support, guidance and direction to the business including ADSL'S Safe Systems of Work, Water, Gas & Maintenance Management in the implementation and effectiveness of the Estates Delivery Strategy in accordance with statutory requirements, engineering good practice and ADSL's management processes and procedures

Key Responsibilities:

Quality, Health, Safety and Environment

- Ensure the adoption and compliance with 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 all estate related activities.

Service Delivery

- Manage, audit and maintain ADLS NICIEC & Registration This may include BAFE in the future.
- Carry out SSoW, Water & Maintenance audits as directed.
- Assist with maintaining ADSL OFTEC, GASSAFE, REFCOM & LCA registrations.
- Assist with developing, amending and updating ADSL SSoW, Gas, Water and Maintenance procedures, forms and IFS data
- Provide advice and technical support to the ADSL.
- Carry out Authorising Engineer duties in appointed disciplines
- Assist in provide an ADSL interface with the Authority, ADL, ADCW, MUJV and Sodexo over all SSoW, technical & maintenance related issues
- Assist with in house Safe Systems of Work and Technical training.
- Provide the appraisal, recommendations and adoption of technologies or innovations that increase operational efficiencies of maintenance delivery, reduce asset operating costs and improve energy efficiency across the managed estate.
- Undertake any other specific related duties as directed by the Senior Maintenance Compliance Manager.

Qualifications

Essential:

- Mechanical and / or electrical engineering background within the building service environment.

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- Experience Authorising Engineer
- Auditing & training experience
- An industry recognised H&S Qualification

Desirable:

- Incorporated Engineer

Experience & Knowledge:

Essential:

- Proven supervisory experience of property related industry or building services management.
- Sound legislation and safety knowledge including risk assessment training.
- Experience as a working Authorised Person with the Defence or similar environment is essential.
- Experience / knowledge of legionella requirements is essential.

Desirable:

- Mechanical, Confined Space and Petroleum AP experience

Skills:

- Able to demonstrate sound technical ability and experience, with good supervisory / management skills.
- Good judgement and foresight being able to solve problems and display initiative.
- Ability to carrying out duties with drive, determination and decisiveness, being able to work under pressure.
- A high standard of communication and liaison skills.
- Excellent written communication skills including report writing.
- Outgoing personality showing interest and enthusiasm for the tasks at hand.
- An eye for detail

Date:

15 Nov 2018