

ROLE PROFILE

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| Job Title | Deputy Facilities Manager | Reports To | Facilities & Asset Care Manager | Location | Listerhills |
| Date Created: | December 2019 | Department | Facilities & Asset Care | Grade/Band | M4 |

Purpose: To assist in the management of the facilities (hard and soft services) and asset care (equipment) functions at the Listerhills Warehouse and Headquarters sites.

| Main Accountabilities | Key Performance Indicators | Skills & Experience | Competencies |
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| <ul style="list-style-type: none"> To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts and omissions at work. Ensure that Health & Safety standards are achieved and maintained in accordance with current legislation. Contribute to effectiveness of central Health & Safety committee. Promote safe working practices across the organisation Implement Maintenance & Asset Improvement Programme and assist in developing the strategy for the department. Assist in maintaining the asset register Implement and develop Planned Preventative Maintenance programme to ensure reliable plant as cost effectively as possible Efficiently manage breakdowns to minimise production losses and deal with emergency situations quickly and effectively Work with other team members to fully understand the workflow of production through the warehouse and how the various control systems contribute to the process Help maintain forward maintenance register at Listerhills and HQ sites Implement projects funded from the capital and exceptional maintenance budgets Undertake training as necessary aligned to business needs. | <ul style="list-style-type: none"> Health & Safety and continuous improvement actively promoted as part of culture. All company procedures, site rules, risk assessments and safe working practices complied with. Statutory compliance for all plant and equipment on the site achieved and maintained. PPM programme is appropriate to business needs and is effectively minimising downtime. PPM undertaken on schedule. Critical equipment identified and sufficient spares maintained to ensure production. Implement current performance management programme as defined by the business for all direct reports. Set stretching objectives with quarterly targets and regular reviews | <ul style="list-style-type: none"> Recognised apprenticeship in electrical or mechanical engineering Extensive experience in installation, fault finding and repair of electrical equipment in an industrial environment, especially involving fire alarm systems, generating plant and UPS systems Experienced in mechanical maintenance and repair of materials handling equipment, ventilation and air conditioning plant, sprinkler systems and baling / compacting machinery HNC or ONC in electrical or mechanical engineering Qualified to current edition of the I.E.E. Regulations Relevant qualification in business administration (desirable) Qualified to NEBOSH level in Health & Safety management Experienced in working with teams of professional engineers providing | <ul style="list-style-type: none"> Customer Focus Planning & organising Financial acumen Effective influencing Teamwork & Co-operation Technical skills Ownership for results Computer literate in Microsoft Office Suite, CMMS (computerised maintenance management systems) and BMS (building management systems) Computer literate in Autocad |

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| <ul style="list-style-type: none"> • Supervise external contractors for workmanship and value for money. Maintain programme for planned maintenance to comply with statutory and mandatory inspections and best practice. • Minimise energy usage across the Listerhills and Headquarters sites. Identify opportunities to reduce consumption using new products and technologies and develop energy strategy • Assist in the management of the Fgh portfolio for compliance with Otto 360, ESOS and SECR in accordance with current legislation • Assist in the management of asbestos across the Fgh portfolio in accordance with current legislation • Embrace new technologies and new ways of working to maximise benefit to the business in financial terms, monitoring and reliability • Utilise sub metering to increase accountability of departments and monitor usage to show progress in energy reduction. Produce monthly reports for accountability | <ul style="list-style-type: none"> • Budgets for department achieved at financial year end and every opportunity seized to reduce spend and maintain value for money • Maximise energy savings through appropriate use of the BMS and seize every opportunity to reduce energy usage including commitment of stakeholders • Assist in undertaking and completing the capex and project programme working closely with team leaders | <p>guidance and mentoring</p> <ul style="list-style-type: none"> • Familiar with modern maintenance techniques including critical path and root cause analysis, condition monitoring and run to failure • Able to act as focal point for technical expertise in relation to electrical and mechanical engineering. • Experienced in project management techniques and able to co-ordinate groups, focus on task and drive through objective within agreed timescale. • Knowledge of Quality Assurance techniques | |
| <p>Dimensions: Reports to Facilities & Asset Care Manager. Working closely with other line management responsible for production. Provides service to approximately 350 people/stakeholders. Indirectly influences facilities budgets of £400K and capital budgets c. 300K. Energy budgets of £400K.</p> | | | |