



Maintenance Team Leader – Job Description

(Job Code and Level: MFGMAI003.2)

Definition:

Responsible for ensuring that a section of the facilities, layout and machinery used to produce new and existing materials and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical, electrical and robotic equipment (including software programming). May includes people management and budgetary/cost reporting.

Overall Purpose of the Role:

Assist in the management of the day to day workload for the maintenance team to ensure an effective and efficient service is delivered and departmental targets are achieved, including the planning and resourcing of Planned Preventative Maintenance (PPM) and maintenance shutdown. Drive a culture of continuous improvement throughout the team of skilled Technicians. Provide leadership and line management to the team, coordinating and overseeing their workloads, providing support to ensure that the team delivers, monitoring any issues, and ensuring targets, Key Performance Indicators (KPIs), and quality standards are met. Develop the team by focusing on individual performance and support requirements to achieve high standards, whilst fostering a culture of working safely. Act independently at the organisational level. Outcomes reviewed by organisational head. Decisions and results have an impact on the function and their success. Performance affects the function's image.

Key Responsibilities:

General and Task Management

- Robot and PLC programming
- Maintain and repair Mechanical, Electrical and Electronic systems and equipment
- Assist in running an efficient maintenance operation which is able to fulfil operational and customer demand and meet set targets
- Manage maintenance projects

- Responsible for the safety of individuals on the team and that of those impacted by any maintenance activity
- Understand and work in accordance with the company's quality requirements
- Perform effective diagnosis of breakdowns and timely repair of equipment to maximise availability
- Perform scheduled planned preventative maintenance in accordance to minimised unplanned downtime
- Record and document all work carried out on all equipment on both paper and electronic systems as is required
- Analysis of issues to root cause and development of countermeasures, improvement actions and/or suggestions to improve
- Control and source maintenance tools, equipment and spares
- Document breakdowns, identifying root cause and remedial action to help identify and resolve recurring issues
- Understand and maintain high standards of tidiness and organisation in line with good 5S (Sort, Set In Order, Shine, Standardize, Sustain) practice
- Understand and work in accordance with mandatory requirements of Health, Safety and Environmental requirements
- Write reports and present progress at project meetings
- Quality control of work by appropriate reviews
- Apply specific technical skills as required to support expediting issues quickly to minimise downtime
- Conduct benchmarking studies to determine best practices
- Plan longer range for projects, tracking and completing projects on time within budget. Results have a critical impact on objectives and goals
- Manage activities of a complex nature
- Lead the development of innovative solutions to unique problems
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Ensure Key Performance Indicators (KPIs) are met by working to the overall plan, including management of, and reporting
- Conduct risk assessments of processes and tasks in the department

People Management

- Work with the team and other department members to produce effective maintenance strategies, procedures and methods
- Liaise with Production and Quality departments to ensure highest level of build quality is achieved after any intervention and throughout the working life of equipment
- Effectively lead a team of maintenance technicians/engineers, working with manager and colleagues to ensure smooth workflow with maximum output
- Feedback to the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement

activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements

- Ensure an effective interface with other departmental staff is maintained
- Provide technical expertise to the team
- Control and organise the team's daily work schedule to achieve targets set
- Delegate tasks to the team to ensure maximum effectiveness
- Oversee the team's performance, attendance and disciplinary issues
- Identify areas of development within the team to achieve a flexible and responsive team which can support the demands of the customer
- Train both team and broader organisation members where appropriate
- Motivate and coach the team to operational success
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them

Relationship Management

- Liaise and communicate with other departments, customers, suppliers and other service providers
- Manage contractors on site to ensure they meet legal and company requirements

Self Management

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change
- Engages interest and participation of others and has a collaborative approach to working together
- Actively Committed to team development
- High levels of motivation and action orientated

Skills and Attributes:

- Exercise considerable initiative/judgement in work methods and in interpreting and delegating work requirements/goals
- Work independently and is reviewed infrequently with minimal supervision
- Self-supervising within the guidance and expectations of direct management
- Ability to coach, counsel and lead a team of people
- Ability to communicate with clarity, both verbally and in written form
- Demonstrate excellence in approach to work and people activities

- Excellent organisation skills
- Excellent problem solving skills
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Able to work cross functionally and collaboratively with many stakeholders
- Financial acumen with ability to balance material usage
- Able to identify root cause of any losses
- Good understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality
- Practical hands-on approach to problem solving

Qualifications and Experience Levels:

- A Levels, ONC, City & Guilds level 3, BTec National Diploma Level 3, IVQ Technician Diploma, NVQ level 3
- Professional accreditation with an industry related body would be advantageous
- Completed a recognised indentured apprenticeship in maintenance management
- Experience of working with facilities management
- Mechanical, electrical, electronic or software background with a working knowledge of the other disciplines
- Substantial experience in a high volume manufacturing environment, preferably automotive
- Commercial understanding of the impact of failure/downtime on production and ultimately customer delivery
- FLT reach licence
- Experience of leading and developing (multi-skilled) people
- Strong PC skills and experience of packages such as SAP (Standard Analyses: Purchasing Information System)
- Knowledge of lean manufacturing techniques and recognised QC (Quality Control) tools
- Knowledge of Health & Safety legislation including ISO14001 and responsibilities
- Knowledge of Quality standard TS16949

Example roles this job description may cover:

- Maintenance Supervisor
- Maintenance Team Leader