

Tyseley Operations Limited – Job Specification

Job Title: Maintenance Manager

Reporting to: Plant Manager

Salary: £55k + DOE

Location of Role: Tyseley Operations Limited (TOL), Fordruff, Yardley, Birmingham, B25 8DW

The key aim of this role is to:

- Support delivery of a common EH&S culture at Tyseley and across all the operating companies within Cobalt Energy Operational Services Ltd (CEOSL), in close co-ordination with the CEL QEHS team, Senior Line Managers including continuous improvement in performance and reporting.
- Promote an open, transparent, positive, and winning culture throughout the business.
- Provide an efficient planned and responsive maintenance service to the plant.
- Ensure optimum plant performance and output,
- Ensure conformance of all workers in relation to legal and regulatory requirements, quality and environment assurance standards, Health and Safety, Company policies, and TOL safe working practices.

The key metrics are:

QEHS;

- Delivery of best practice Health and Safety performance and compliance with legislation and key policies/procedures, as a minimum, for all maintenance activity (routine, planned, preventative, reactive and outage).
- Ensure all assigned QEHS Actions and non-conformances are managed and closed out.
- Manage Operations ensuring compliant environmental performance in line with legislation and Environmental Permit Conditions

Maintenance

- Monitoring and reporting of maintenance key performance indicators (KPI's) for TOL
- Identification of opportunities to improve plant performance of TOL including development of action plans to implement changes where required, supported by an outline justification and budget.
- Development of a proactive, focused, and competent maintenance workforce at TOL, to continuously improve the facility performance.

Role & Responsibilities

Health & Safety: -

- Implement safe working practices in line with the Company's Health and Safety procedures/Policy and all Company policies.
- Ensure there is a high standard of housekeeping on the plant at all times.
- To take a lead role in fire drills and evacuations.

- Report and act against any contravention of statutory and NMOL Safe working practices, this includes reporting accidents and incidents.
- Work within the requirements of the Company's Permit to Work (PTW) system.
- Highlight any necessary changes required within Plant Operating Instructions (POI's), and Risk Assessments.
- Build and maintain strong working relationships with all departments.
- The above duties are not exhaustive. The job holder will also be required to carry out other ad hoc duties that are necessary.

Maintenance Activities: -

- Planning, organisation, and monitoring of all routine, preventative maintenance tasks.
- Ensuring the safe and efficient response to reactive maintenance tasks.
- Development and implementation of a routine inspection and monitoring program to ensure the plant and all equipment performs at optimum level, and to minimise incidents or breakdowns.
- Planning and performance of all maintenance activities necessary to conform to statutory requirements.
- Manage a preventative maintenance schedule using the company CMMS system.
- To identify repetitive issues and propose longer term measures and solutions where necessary by monitoring.
- Record maintenance activities using the company CMMS system.
- Ensure that all data reporting on planned and unplanned maintenance actions are recorded correctly, promptly and dealt with by appropriate persons within the required time scales.
- To react to all plant defects by monitoring shift log entries and the Electronic Maintenance system and assign priorities for rectification.
- Liaise with contractors as the need arises.
- Ensure plant cleaning schedules are fulfilled to a satisfactory standard.
- Ensure that stock levels at re-order level are re-ordered for all items of spares and consumables.
- Supply forecasting and liaison with the Plant Manager and technical Administrator to maintain adequate minimum stock levels.
- Co-ordinate with the Cobalt Energy Operational Services Ltd (CEOSL) Outage Manager, to develop, cost and schedule a full program of outage works, designed to provide safe operation of the facility, minimise unplanned outage and maximise electricity generation.

Management: -

- To supervise, control, support and motivate staff within the team.
- To supervise, control, support and motivate subcontractors.
- Manage the preparation, planning and execution of the annual outage and any unplanned shutdowns.
- Responsible for ensuring that all staff are trained, certified and competent in the performance of their duties.
- Ensure that all technical documentation for all on-site equipment is adequate, up-to-date, and accessible to all staff.

- Prepare and keep updated all technical specifications for goods and service requisitions.
- Collect and compare all offers for parts and services.
- Development of clearly defined procedures for all programmed or responsive maintenance activities and review where necessary to account for changes in operating systems and equipment.
- Develop and establish clear risk assessments and procedures for all maintenance activities.
- Monitor and analyse all maintenance related data in respect of controls, tests, and technical reports.
- Prepare the annual maintenance budget.
- To work within the agreed maintenance budget and to manage its expenditure.
- Effectively manage all holiday requests and absences within the maintenance department and ensure that adequate cover is consistently maintained.
- In the absence of the Plant Manager, take full responsibility for all plant staff and associated activities.
- To carry out annual staff appraisals, in line with Company policy.
- To attend the site, out of hours if required to provide support/management during periods of unplanned outages.

General:

- Contribute to the overall performance of the Company through co-operation/assistance with other NMOL plants, shared experiences, supporting initiatives that are approved and supported by the Plant Manager.
- Keep abreast of and be conversant with all relevant legislation and interpret and communicate it to all staff while giving clear guidelines in respect of appropriate action required.

Key Accountabilities

- H&S performance in accordance with all legislation and CEL Group policies.
- QE performance and compliance, including EA Permit conditions.
- Achievement of KPI targets monthly/quarterly/annually.
- Adherence to annual and monthly cashflows and budgets
- Compliance with all regulatory, statutory and CEL Group regulations and/or policies/procedures.
- Support to other Group companies/departments as required.

Required skills and qualifications

- Senior operational management experience of at least 5 years, ideally in a similar power generation environment.
Operational experience of gasification plants would be advantageous.
- Preferably an advanced engineering or operational qualification (Degree / HND) and/or demonstrable experience.
- Knowledge and experience of QEH&S management systems, implementation and continuous improvement and their relationship to the relevant laws and regulations.

- NEBOSH, IOSH, IEMA, etc., qualifications are advantageous.
- Knowledge and experience of Standard Operating Procedures, safe systems of work, permit systems and their implementation and operation.
- Knowledge and experience of Maintenance Management systems and improvement tools and their implementation.
- Team development to include, recruitment, performance management, coaching and supervision.
- Able to interface effectively with all levels of the organization and external customers.
- Demonstrated verbal and written communication skills and influencing skills.
- Strong operational, technical and maintenance knowledge of low to high pressure steam boiler, steam turbine generator & auxiliary systems.
- Ability to work under high pressure and time constraints.
- High voltage authorised person electrical experience and qualifications, is advantageous.
- A current first aid qualification is advantageous.

Application details

Please send a cover email and CV to the Group HR department: hr@cobaltenergy.co.uk

We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.