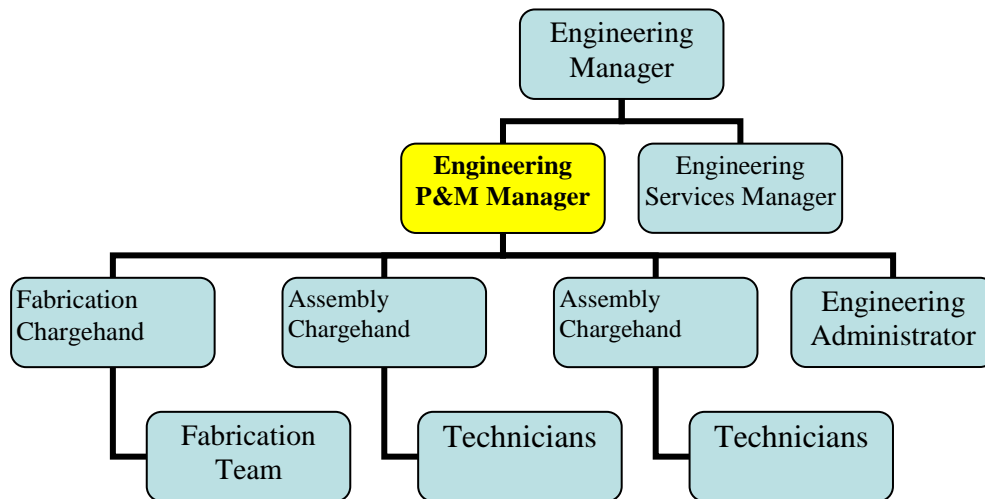


## JOB DESCRIPTION

**1. Position:** **Engineering Production & Maintenance Manager**

**2. Reporting Relationships:**



**3. Job Purpose:**

Manage the Engineering P & M resources to ensure high levels of safe productivity are achieved and maintained in the fabrication, assembly, commissioning and maintenance of TWMA equipment.

**4. Key Responsibilities:**

### 4.1 Productivity

- Manage all resources (staff, facilities, equipment) effectively to maximise productivity.
- Liaise with the Engineering Manager to ensure productivity and costs are satisfactorily balanced.
- Identify and implement methods, techniques, equipment, processes etc. to ensure high levels of productivity are achieved in a safe, controlled and sustainable manner.
- Identify and implement processes to establish and record productivity levels and enable improvements to be demonstrated
- Engage with the appropriate Technical experts to support P&M when required.
- Liaise with and provide the Engineering Services Manager with resources for Maintenance activities.
- Liaise with the Engineering Manager to provide structured reporting of all activities associated with Production.
- Liaise with the Engineering Management Team to develop, schedule, communicate and implement Production schedules/activities.
- Supply information on current and future workloads with estimated costs and timescales for completion.
- Assess and allocate Service Action Requests (SAR) and Engineering Change Requests (ECRs) for implementation and completion.
- Promote a positive image of TWMA, always.



**4.2 Production and Maintenance Planning**

- Responsible for developing, implementing and maintaining a P&M plan that delivers against a P&M strategy.
- Evaluate effectiveness of P&M plan on a continuous basis and amend as required to maintain high levels of productivity.
- Report overall department performance monthly.

**4.3 Management of personnel:**

- Responsible for the management and control of the Engineering P&M team
- Actively engage with P&M personnel to ensure good relationships are built and maintained throughout the team
- Evaluate and maintain staffing levels required to deliver against demand.
- Liaise with Engineering Manager and HR Dept for recruitment, discipline and grievance issues and appraisals.
- Ensure Production staff are adequately trained and assessed for competency, to ensure the required skills are in place to deliver against the department's objectives.
- Manage, record and maintain high levels of utilisation of staff within the Engineering P&M team.

**4.4 HSEQ Requirements**

- Responsible for the implementation of, and compliance with, Group HSEQ policies and procedures throughout the Production team.
- Continually monitor the effectiveness of HSEQ processes and procedures and proactively identify and implement improvements as required.
- Proactively communicate any areas of concern or opportunities for improvement to the Engineering Manager.
- Ensure compliance with all TWMA, client, job specific and regulatory procedures / legislation.
- Manage and maintain high awareness level in respect of HSEQ targets and objectives.
- Attend safety meetings with HSEQ personnel as and when required.

**4.5 Complying with Procedures**

- Ensure all operations comply with the Company and Client policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

**PLEASE RETURN A SIGNED COPY**

Date:.....