

Job Description

1 Plant Description:

Saur Services Glasgow (SSG) is SAUR group affiliate company and work is primarily in Glasgow where SSG operates the Wastewater Treatment Works in Dalmuir on behalf of Scottish Water, Scotland's national water and waste water provider.

Our plant receives up to 375 000m³ of wastewater per day, utilising conventional treatment methods, such as biological aeration and centrifuges for sludge dewatering, couple with Chemical process

The staff is currently composed of 25 employees who ensure robust operation and maintenance 24/7, either on-site or via our automated SCADA & call out systems overnight and across weekends.

As affiliate of SAUR's mother company in France, Saur Services Glasgow is supported by experts for any specific need or implementation of capital projects

2. JOB DETAILS:

Position Title:	Deputy Maintenance Manager
Reports to:	Maintenance Manager
Department:	Maintenance
Function:	Maintenance
Job Code:	
Prepared / Revised on:	18 th February 2023

3. JOB PURPOSE:

The maintenance manager deputy role is:

- Covering the maintenance manager position when the maintenance manager is off duty or engaged with others specific mission like projects.
- Assist the manager to manage the team (electrical and mechanical technician) of 6 employees.
- Work on the day-to-day maintenance activities (preventive and corrective)
- Work with the Central Maintenance Management System (CMMS) manager to schedule the maintenance activities.
- Analyses the CMMS data to move from corrective to preventive and even predictive maintenance, while analysing maintenance data (mean time to failure, mean time to repair, duration of task, ...) to optimise maintenance strategies and performance.
- Reinforce, promote & review safe working practices with the team.
- Help the maintenance manager to monitor the individual performance.
- Assist with procurement of spare parts & consumables.
- Work with the SAUR group buyer to improve the purchases and reduce the maintenance expenses, while increasing the level of maintenance performed.
- Contribute to the establishment of Yearly maintenance plan.
- Contribute to the HQ reporting (Monthly Business Review)
- Contribute to follow up of the allocated budgets

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	0 except while acting as deputy
	Total:	5 to 6 as deputy

4. KEY ACCOUNTABILITIES:

Description	Performance Indicators
<ul style="list-style-type: none"> ▪ Mechanical and/or electrical engineering background ▪ Maintenance experience of 2 to 3 years minimum, ideally in water business or business dealing with pumping e 	<ul style="list-style-type: none"> ▪ Budget control ▪ Cost effective and compliance to systems and procedures of operations are achieved.
<ul style="list-style-type: none"> ▪ Lean management knowledge 	<ul style="list-style-type: none"> ▪ Maintenance indicator like MTF, MTR, ratio preventive / corrective ▪ Team performance
<ul style="list-style-type: none"> ▪ SCADA 	



4. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- **Mechanical and/or electrical technician / engineer ,**
- **Minimum of Lean management knowledge**
- **Management experience is a bonus**
- **Purchasing and stock management is a bonus**
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Minimum experience:

- **3 years maintenance field experience, in any business dealing with pump and hydraulic assets. Water business experience is a must**

Job-Specific Skills:

- **Maintenance knowledge**
- **Able to read a PID, as built Drawing, and electrical drawings**
- **Capacity to work safely even during emergency**
- **Team work required (with the maintenance team but also with others department of the plant)**
- **Flexible on works hours as must be part of the standby rotation , as the business is 24H/7**
- **Capable to negotiate price for maintenance spare parts, as well as contractor**
- **Management of teams to monitor the performance and safety compliance**
- **Detailed and expert understanding the plant process and the contractual obligations.**
- **Good understanding of IMS standards (ISO9001, ISO14001 & OHSAS18001)**
- **SCADA knowledge is a must**
- **Computer knowledge to establish performance reports etc**

Generic Skills:

- **English Language – fluent**
- **Hydraulic asset maintenance experience**
- **Health & Safety commitment**
- **Business Skills & Understanding**
- **Environmental Management Systems**
- **Data Gathering & Analysis**
- **PC – Fluency with all Microsoft Office software**
- **Performance Management**
- **Presentation**
- **Written Communication**

9. COMPETENCIES:

- Performance Execution Culture
- High Performance Team Work
- Operations Excellence
- Safety, Health & Environment
- Empowerment & Decision Making

10. Approvals:

Line Manager (Dept. Manager/Function Head):

Signature

Date

GM, SSG:

Signature

Date