

**JOB DESCRIPTION**

**JOB TITLE: HEAD OF ENGINEERING**

**REPORTS TO: CHIEF OPERATING OFFICER (COO)**

**HOURS: 36.5pw**

**SALARY: Starting at £32,000 pa depending on experience**

**FUNCTION:** Lead the Engineering team in providing both a reactive and proactive, multi-skilled maintenance service on all plant, equipment and mechanical exhibits at Blists Hill Victorian Town. Responsible for providing an efficient Engineering function, ensure all projects, inspections and maintenance are delivered on budget and on time to the highest standard.

**DUTIES INCLUDE:**

* Create and implement an overhaul plan for mechanical exhibits
* Develop a Planned Preventative Maintenance (PPM) schedule to ensure full preventative maintenance is carried out and all Reactive Maintenance (RM) and Condition Maintenance (CM) is delivered effectively and in accordance to all statutory inspections
* Maintain and review all policies, procedures and processes to aid and improve operational performance and legislative compliance
* To be the nominated responsible person for working machinery and engineering equipment, ensuring all plant, equipment slings and hoists are maintained and operated in compliance with statutory regulations and IGMT policies, procedures and safe systems of work
* To manage the operational training regime of the Museums plant including lifting equipment, mechanical plant, steam exhibits, incline lift and mine railway
* To be responsible for the appointment of external contractors who undertake inspection or maintenance of any of the items listed above and be responsible for them when on site
* Develop clear accountability for maintenance material spend and liaise with the COO to develop a strategy to manage expenditure
* Manage the process of the introduction of new or overhauled machinery, plant and equipment from specification through to installation in collaboration with all relevant parties
* Working with the Health & Safety Officer, maintain awareness of changes in legislation applicable to the maintenance and operation of the plant, equipment and infrastructure, making such adjustments as necessary to maintain safe operation and maintenance practice
* To ensure all works are carried out in compliance with current health & safety and environmental regulations
* Producing and implementing risk assessments, safety monitoring and staff / volunteer training
* Review, implement and update company records e.g. training matrices, performance reviews and risk assessments
* To oversee the selection, training and supervision of staff and volunteers involved in operating historic machinery
* To supervise, train and monitor Engineering Apprentice, providing liaison with the relevant educational college to ensure successful delivery of their apprenticeship
* To liaise with the COO regarding the seasonal running programme for the historic working exhibits
* To assist with site wide delivery of events
* To participate in all aspects of training and development as directed and to use learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and service delivery
* As a term of employment, you may be required to undertake other such duties as may be reasonably required for the post and department. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Some weekend working is expected.

**Budgets Held:** Engineering budgets in conjunction with the Chief Operating Officer.

**Direct Reports:**

* Engineer(s)
* Engineering Volunteers
* Engineering Apprentices

**PERSON SPECIFICATION**

**Essential:**

* Relevant qualifications:
  + Completed a fully indentured, recognised time served apprenticeship with an Engineering discipline
  + Relevant engineering HND, BTEC Professional Level 4 award or equivalent NVQ Level 4 qualification
  + BOAS ‘M’ in date qualification (min 2 years left)
* Technical capability and understanding of steam engines
* Understanding of IOSH/NEBOSH, Health & Safety regulations and statutory inspections
* Experience in the operation, maintenance and boiler preparation and inspection of fixed and mobile steam plant
* Excellent organisation, interpersonal and communication skills with the ability to develop and maintain productive working relationships with colleagues and external contracts
* Knowledge of Health & Safety and compliance requirements
* Flexible in approach to work
* Competent ICT skills
* Ability to work effectively both in collaboration with other professionals/teams and also on own initiative
* Familiar with apprentice training programmes
* Experience in managing teams and project management
* Ability to search for solutions to seemingly complex issues
* Ability to prioritise and manage a time critical, results driven workload
* Full driving license.

**Desirable:**

* Relevant engineering degree or qualification
* Experience of working in the heritage sector
* Experience of creating strong links with external partners
* Experienced working with apprentices’.

**Health & Safety:**

* To be familiar with and at all times comply with IGMT Health and Safety policy
* Site specific Health and Safety policies as detailed in IGMT Health and Safety policy documents and specific steam operation health and safety measures
* Local department specific Health and Safety procedures as amended or added to from time to time
* To take reasonable care for the Health and Safety of yourself and of other persons who may be affected by your acts or omissions at work
* To maintain Personal Protective Equipment and to report PPE that is defective
* To co-operate with all staff, tenants and contractors so far as necessary to enable all Health and Safety requirements to be performed or complied with
* To ensure anything provided in the interest of Health, Safety or Welfare is not intentionally or recklessly interfered with or misused.

Postholder: ……………………………….….... Printed: …………..…………………… Dated: …………….……..

CEO: ……………………………….….... Printed: …………..…………………… Dated: …………….……..

**This Job Description is subject to periodic review.**