# JOB DESCRIPTION

**JOB TITLE: Infrastructure Production Manager**

**REPORTS TO: Head of Engineering**

**FUNCTION: Engineering**

**LOCATION: Nunnery Depot**

**SAFETY CRITICAL: Yes**

**ON CALL REQUIREMENT: Yes**

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The Infrastructure Production Manager role has been made available within the Fixed Equipment Maintenance (FEM) department at Stagecoach Supertram in Sheffield. The FEM department is headed by the Infrastructure Production Manager who will manage a team of 28 staff including 4 supervisors. The FEM department is responsible for the inspection, maintenance and renewals of all Stagecoach Supertram infrastructure. This includes the following:

1. Mainline Track- 32 KM of plain line double track of which 55% is embedded grooved rail and 51 switches and crossings

2. Overhead Line Equipment – Twin contact wire system on the main line and single wire in the depot

3. Traction Power Supply – Provided from 12 substations around the network fed directly from the local supply authority

4. Tram Stops – Maintenance of 50 tram stops to ensure a safe and pleasant environment for customers.

5. Signalling – Work closely with IT to maintain functionality of all track side cabinets for continued operations.

6. Depot – Maintenance of depot facilities to ensure that it is fit for Rolling Stock department to carry out maintenance to 32 vehicles and for all operations and cleaning staff to do their duties.

7. Structures – Management of 3rd party inspection and subsequent maintenance of all bridges, retaining walls, viaducts and underpass.

8. Concreting – Management of concreting repairs on the network in conjunction with Highways and Amey.

9. Third Party – Management of all work by other people on, under, over or near to the tramway to ensure that Supertram services are not put at risk. This include Network Rail as part of the Tram – Train Project.

10. Rail Replacement – Work closely with Major Projects in facilitating rail replacement works throughout the year.

**MAIN PURPOSE**

To-

- Be responsible for the management and development of the FEM department
- Ensure the Implementation and adherence to HR policies and procedures
- Ensure company values are embraced and present in all activities
- Be responsible for hearing Disciplinaries, Appeals and Grievances
- Ensure procedure for Managing for Attendance is implemented and adhered to
- Be responsible for recruitment as per Competency Management System procedures
- Manage and release staff for training by working closely with our Engineering Training and Compliance department
- Conduct “Time with Your Manager” meetings with all non-managerial direct reports
- Be accountable for ensuring the FEM budget is managed appropriately
- Be responsible for the creation of annual engineering budgets and continual review of existing budgets to ensure safety and efficiency.
- Be responsible for authorising engineering spends within your delegated authority for expenditure.
- Ensure effective maintenance of our infrastructure, including the control and planning of servicing
- Review schedule maintenance, to ensure they remain suitable, sufficient and achievable through techniques such as Reliability Centred Maintenance (RCM)
- Drive culture change from time-based maintenance to a condition-based maintenance approach within the department
- Analyse results of SVM work arising and defects in order to identify emerging trends
- Ensure all defects are categorised, prioritised and planned as per the MOU.

- Ensure all relevant information is accurately captured and recorded in our Computer Maintenance Management System (CMMS)
- Create weekly and monthly reports in order for any emerging trends and risks to be captured and appropriate action taken
- Be responsible for reviewing audit output and ensuring suitable and sufficient recommendations are made and action taken in agreed timelines
- Review all engineering output and controls to ensure the function continues to work safely whilst ensuring efficient processes are implanted and followed.
- Analyse engineering outputs including KPIs to maintain continual improvement
- Ensure when carrying out day to day activities we share all ideas for continual improvement.
- Create engineering change requests to assess feasibility.
- Implement Change Management to ensure all aspects of changes are fully considered, documented and safety controls are in place.
- Provide technical support and guidance during investigations
- Review output of all investigations to ensure recommendations are suitable, sufficient and achievable.
- Ensure all actions arising from investigations, where allocated, are closed in a timely manner
- Work with Major Projects to review project outputs to ensure timescales are maintained and consideration given to the impact on day to day activities
- Ensure stores processes are adhered to
- Ensure tools, plant and equipment are kept and maintained in a suitable order to enable maintenance activities.
- Be responsible for defining and procuring tools, plant and machinery required to successfully implement all aspects of work
- Manage the interface with external stakeholders. Liaising on a regular basis to ensure any emerging issuing risks and opportunities are recognised and where necessary risk controls implemented.
- Carry out any other duties commensurate with the grade and post as required

**SPECIFIC EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS**

- Minimum of three years management experience in a similar role in a heavy engineering environment is a must.
- Experience of implementing a range of engineering and maintenance improvement activities.
- Ability to build relationships with relevant stakeholders both internally and externally
- Advanced use of Microsoft packages
- Familiar with Computer Maintenance Management Systems such SAP and Maximo