



<b>Job Title:</b>	Engineering / Maintenance Manager
<b>Department:</b>	Maintenance
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	45 hours per week
<b>Relationships:</b>	Internal Departments
<b>Responsible to:</b>	Operations Director
<b>Responsible for:</b>	Engineering (Maintenance)
<b>Deputies:</b>	Engineering Lead

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## JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

**Overview:** Maintenance Manager leads a team to oversee the upkeep, repair, and efficiency of the company's buildings and equipment, focusing on preventing breakdowns through strategies like preventive maintenance, managing budgets & ensuring safety compliance while optimizing and maintaining operational performance to support overall company goals, acting as a critical link between department staff, production and senior management.



## Responsibilities:

- **Preventative Maintenance:** Plan and execute preventative maintenance programs to avoid unexpected breakdowns.
- **Data & Improvement:** Analyse maintenance data to identify trends, improve processes, and optimise performance. Report KPIs, department focus and potential risks monthly to the board and SMT.
- **Team Leadership:** Recruit, train, schedule, supervise, and motivate maintenance staff. Structure department adequately to support key operational functions.
- **Operations:** Develop and Implement maintenance strategies, design procedures, and oversee repair, upkeep, and installation tasks.
- **Engagement:** Daily interactions with site departments to drive performance, quality and efficiency through operational continuous improvements.
- **Safety and Compliance:** Enforce company safety policies, procedures, and regulatory standards.
- **Asset & Facility Upkeep:** Ensure maximum efficiency of the equipment while maintaining standards of the facility.
- **Budget and costs:** Manage and improve while maintaining performance.
- **External Contactors:** Manage & control performance, quality, budgets and safety.
- **Support & Mentor:** Help, support, and mentor staff on equipment failure or up-grades.
- **Operational Efficiency:** Provide, schedule and manage the necessary resources to be reactive to out of hours breakdowns and reduced operational downtime.

## Essential Skills:

- **Technical Proficiency:** A solid understanding of electrical and mechanical systems, strategic thinker with relevant time management and organisational skills.
- **Problem-Solving:** Strong diagnostic skills to identify root cause of equipment failure and implement effective solutions under pressure.
- **Leadership and People Skills:** Ability to motivate a diverse team and build professional relationships.
- **Project:** Experienced working with design and visualisation software such as AutoCAD.
- **Administrative Skills:** Competency in budgeting, procurement, and using software for reporting and scheduling.
- **Engagement:** Flexible approach to working hours.