

LEAD PLANNER (MAINTENANCE)

JOB REF: 0595

Our client is one of Northern Ireland's largest construction services companies, operating across the province and providing the full range of trade services for new, refurbished, maintenance and repair projects. The company would now like to appoint a Lead Planner who will report to the Office Manager.

Job Purpose

The Lead Planner will be responsible for planning and overseeing all emergency response repairs and routine maintenance within their allocated district, in line with KPI targets under the Maintenance and Improvement services contracts with NIHE.

Responsibilities:

- Responsibility for the overall control of all maintenance and emergency response repairs within the allocated district.
- Responsibility for ensuring the district scheduler is scheduling and monitoring all works within the required timeframes as stipulated by the contract.
- Managing a maintenance team of skilled operatives for the co-ordination and completion of works on site.
- Ensuring all maintenance work is delivered on time and to the highest customer satisfaction and quality standards.
- Liaising with operatives, internal departments and the client staff to aid the completion of works and provide updates on the progress of repairs.
- Processing job requests for maintenance repairs in a timely and efficient manner in order to maximise repairs completions.
- Maximising and driving operative productivity to increase the repair completions.
- Co-ordination and ordering of bespoke materials in conjunction with our purchasing department and materials store team.
- Management of works to ensure Key Performance Indicators (KPI) are achieved.
- Use of Key performance indicators to identify risks at early stages and put measures in place to prevent failures.
- Continually review processes within operational delivery as to maximise efficiencies and cost effectiveness throughout contract delivery.
- Providing excellent customer care to residents throughout the duration of works including liaising with the customer liaison team to resolve any complaints in a timely manner.

Person Specification

- Either a minimum of 1 years' experience within a similar environment or experience as a site tradesman.
- Must be computer literate.
- Experience of directing a team of 8+ maintenance operatives.
- Ability to solve problems, use own initiative and make decisions.
- Ability to build and maintain relationships
- Ability to provide excellent customer satisfaction.
- Organised and self-motivated with excellent communication skills.
- Must be focussed and be able to work in a pressurised and deadline driven environment.

Hours of Work:

Monday to Friday: 9am to 5pm (Flexibility is Required)
12pm to 8pm on a rotational basis, once per week.

Contact Con Gallagher on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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