JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Maintenance Manager	**Location:** Hunmanby
Department: Operations	**Contract:** Permanent, Full-time
Reports To: Operations Manager	**Direct Reports:** Maintenance Technicians and Maintenance Apprentices

1.0 Job Summary & Role

Deep Sea Electronics Ltd (DSE) is a leading UK electronics manufacturer specialising in the development of advanced control and automation products for the power generation and off-highway vehicle markets. Our range of solutions includes connected devices that are subject to the latest cybersecurity standards.

The Maintenance Manager leads the maintenance team responsible for all production machinery at the Hunmanby site. The role owns the planned and reactive maintenance programme, manages the team across the alternating day shift pattern, and works closely with production to keep downtime to a minimum and the product build process flowing. The role also manages maintenance spares, calibration of test equipment, machine suppliers and outside contractors.

2.0 Key Responsibilities & Main Duties

- Lead, manage and develop the maintenance team, including allocation of work, shift cover across the alternating day shift pattern, performance reviews, training and mentoring
- Own the planned preventative maintenance schedule for all production machinery, including BTU reflow, Ersa selective soldering, Cencorp through-hole insertion, Panasonic SMT and through-hole placement, Westrock and PKM packing, in-house built automatic product testing machines, and PCB handling and transfer equipment
- Manage reactive maintenance and breakdown response, prioritising work so as not to affect the flow of the product build process
- Act as the technical escalation point for complex faults on mechanical, motor, air, nitrogen, electrical and PLC-controlled systems
- Manage building maintenance, organising and supervising outside contractors to carry out work on site
- Manage relationships with machine suppliers for technical support, solutions and external servicing
- Organise and control maintenance spares, including identification of critical spares and stock levels
- Organise calibration of test equipment and ensure records are maintained
- Oversee the design and build of jigs to support production build processes
- Ensure Standard Maintenance Procedures are created, kept up to date and followed, and that maintenance activities are recorded and reported
- Ensure safe systems of work are in place and followed, including Lock Out Tag Out
- Ensure the team understands and complies with company policies and procedures, including ISO 9001

- Identify and lead improvement opportunities to increase equipment reliability and efficiency
- Contribute to the selection, installation and commissioning of new production equipment

3.0 Internal & External Relationships

- **Production line managers:** agree maintenance windows, provide regular updates on equipment status, and give advance notice when equipment is being removed so alternative arrangements can be made for staff
- **Production operators:** clear communication when working on the production line so operators understand what is being done
- **Production Development and Engineering:** support for new equipment, jigs and process improvements
- **Quality and Health & Safety:** ISO 9001, ISO 45001 and ISO 14001 compliance, calibration records, audits and safe systems of work
- **Purchasing:** spares, external servicing and contractor arrangements
- **External:** machine suppliers, service engineers and building maintenance contractors

4.0 Key Performance Indicators

- Planned maintenance completed to schedule
- Production downtime caused by equipment failure
- Breakdown response and repair times
- Reduction in repeat failures
- Calibration of test equipment kept in date, with no overdue items
- Availability of critical spares
- Maintenance activities fully recorded and reported
- Health & safety performance of the maintenance team
- Team training and competence plans maintained

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Ability to fault find on a wide range of equipment down to PLC level, AC/DC drives, motors, pumps, compressed air and nitrogen systems • Planned preventative maintenance systems and scheduling. • Lock Out Tag Out and safe systems of work	**Desirable:** • Electronics assembly and test equipment • PLC programming • ISO 9001 quality systems • Computerised maintenance management systems
Skills & Attributes	
Essential: • Leadership and people management • Well organised, able to prioritise under pressure	**Desirable:** • Natural problem solver, with structured root cause analysis • Ability to spot opportunities for improvement and efficiency

• Excellent communication skills at all levels • Attention to detail • Confident IT skills	• Use of CAD software
Experience	
Essential: • Significant experience maintaining and servicing production equipment in a manufacturing environment • Previous experience supervising or leading a maintenance team	**Desirable:** • Experience in electronics manufacturing • Experience managing contractors and suppliers
Qualifications	
Essential: • HNC Electrical/Mechanical Engineering or equivalent	**Desirable:** • Health & Safety qualification

Created by	Dated Created
Operations Manager	Oct 2026