



Together,
we are a team

Head of Maintenance

Head of Maintenance

Job Title

Head of Maintenance

Division

Production

Reports To:

Head of Manufacturing

Location

Tobermore HQ

Job Summary

The Head of Maintenance is responsible for leading all maintenance and stores activities within Tobermore, ensuring optimal equipment reliability, operational efficiency and compliance with safety and regulatory standards. This role oversees preventive and corrective maintenance, manages relevant teams and drives continuous improvement initiatives to support consistent production output.

Responsibilities:

The following list constitutes the key tasks and duties of your post upon which your job performance will be assessed. Tasks are not in any particular order; therefore the sequence which they appear should not be interpreted as indicating priority or relative importance.

Duties will include:

Leadership & Management

- Lead, develop and supervise the maintenance and stores teams, electricians and all contractors including performance management and implementing training and development plans.
- Plan and oversee the workforce schedules, allocate tasks, and ensure adequate coverage for all shifts.
- Drive employee development through upskilling initiatives, performance management, and tailored people development plans.
- Responsible for the recruitment and selection of high calibre staff.
- Act as a role model by consistently upholding and embedding Company values.

Maintenance Strategy & Planning

- Develop and implement a preventive and predictive maintenance program for all plant equipment (mixers, conveyers, batching systems, crushers, pumps etc).
- Maintain an accurate maintenance schedule and ensure timely execution of planned activities.
- Co-ordinate major shutdowns, overhauls and capital maintenance projects.
- Ensure timely communication and ordering through store management systems to achieve maximum efficiency in supporting maintenance and production activities.

Operational Responsibilities

- Ensure equipment uptime meets production targets and customer delivery schedules.
- Troubleshoot equipment failures and lead root cause analysis (RCA).
- Oversee spare parts inventory management and ensure critical spares availability.
- Ensure compliance and documentation of all maintenance, stores and contractors activities.

Health, Safety and Compliance

- Ensure maintenance, stores and contractor practices comply with safety, environmental and legal regulations.
- Promote a strong safety culture, ensuring risk assessments and safety checks are completed.
- Ensure all equipment meets regulatory inspection requirements including hire equipment.

Budgeting and Cost Control

- Manage the maintenance budget and project capital expenditure.
- Identify cost saving opportunities without compromising equipment reliability.
- Review maintenance KPIs and report performance.

Continuous Improvement

- Lead reliability improvement initiatives, such as equipment modifications, automation and process optimisation.
- Implement lean maintenance practices and data driving decision making.
- Collaborate with production and quality teams to improve plant efficiency.

Other duties

- Carry out any other reasonable duties as the company may require you to undertake from time to time

This job description is not exhaustive and serves only to highlight the main requirement of the post holder. The job description will be reviewed regularly and may be subject to change.

Person Specification

Requirements

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">Relevant Degree in Mechanical, Electrical, Industrial Engineering or equivalent.Relevant Professional Qualifications such as Certified Maintenance & Reliability Professional or CPE Certified Plant EngineerNEBOSH qualificationLean qualificationOther relevant Production / Manufacturing qualifications or certifications. (In-house or external)
Experience	<ul style="list-style-type: none">Minimum of 5 years’ experience of a similar role at a Senior level. <p>Proven track record of:</p> <ul style="list-style-type: none">Working in a fast-paced, multi disciplined environmentWorking in a concrete manufacturing, cement, aggregates or similar environmentLeading multi-plant, multi-site and/or large maintenance teamsManaging contractorsChampion a safety cultureManaging budgets and capital projectsImplementing and managing preventive and predictive maintenance programs <p>Strong understanding and experience of:</p> <ul style="list-style-type: none">Mechanical, electrical, hydraulic, and pneumatic systems.Energy efficiency and sustainability practices <p>Familiarity with:</p> <ul style="list-style-type: none">Building worksIndustrial machinery	<p>Proven track record of:</p> <ul style="list-style-type: none">Working in a Quarry environment
Technical skills	<p>Strong knowledge of:</p> <ul style="list-style-type: none">Mechanical, electrical, hydraulic and pneumatic systemsTechnical drawings and equipment manualsUK regulations such as PUWER, LOLER, and ISO standards.	
Leadership & management skills	<ul style="list-style-type: none">Strong people leadership, coaching, delegation and team development abilitiesExcellent problem solving and decision-making skillsAbility to manage multiple priorities and work under pressure.	

Behavioural attributes	<ul style="list-style-type: none">Safety focused mindsetStrong communication and interpersonal skillsAnalytical and results drivenHigh level of integrity and professionalism to lead by example, championing the Company values.	
Physical circumstances	<ul style="list-style-type: none">Based on site at the Tobermore HQ siteRequires regular inspections across Tobermore production yard and Lough Fea Quarry to include occasional working at heights or in confined spaces <p>Availability for:</p> <ul style="list-style-type: none">Emergency call-outs and to support operational shift patterns including breakdownsTravel, including occasional overnight travel outside of Northern Ireland <ul style="list-style-type: none">Full Valid UK Driving licence	

The company reserve the right to apply enhanced short-listing may.

Training provided

You will work closely with Head of Manufacturing, Maintenance Team. We will teach you how to use the Company systems and ensure you have a full understanding of Production Processes, Health, Safety, procedures in line with your role. You can expect to get real life, hands on experience and learn as you go. You will be supported and mentored through job shadowing and work participation. You will also gain experience in all aspects of our production process.

Working hours:

Monday to Friday 7am to 5pm. Saturdays will be required on a rota basis.

Due to the seniority and scope of this position, there will be occasions where working beyond standard hours is necessary to achieve key outcomes. This is an integral aspect of the role and reflects the level of responsibility entrusted to the successful candidate.

Benefits of working for Tobermore



Competitive salary
Salary for this role is negotiable depending on experience.



Bonus scheme
A performance-related bonus is included in the remuneration package.



Annual leave
30 days of annual leave, increasing with length of service.



Private healthcare
Access to private healthcare through our partnership with Vitality.



Company Van included



Holiday purchase scheme
Option to buy additional holiday days for extra flexibility.



Leadership for Growth Group
Become a member of our dynamic leadership group, striving for improvement.



Company branded clothing
Branded workwear and PPE provided where applicable.



Cyclescheme
Save 25–39% on a new bike and accessories through our Cyclescheme benefit.



BHN Techscheme
Save up to 12% on over 5,000 tech items and appliances, with interest-free monthly payments.



Pension
Join our contributory pension scheme to support your future planning.



Award-winning workplace
Recognised as 'One to Watch' for workplace engagement and EFQM Business Excellence Award winner.



Top 100 company
Proud to be ranked among Northern Ireland's Top 100 Companies by the Belfast Telegraph



Flexible work-life balance
Opportunities for flexible working arrangements depending on the role.



Corporate social responsibility
A proud CSR employer committed to giving back to our community and beyond.



Employee well-being app
24/7 support through the BHSF Connect well-being app.



Eye care support
Company contribution towards employee eye care costs.



Payroll giving
Take part in charitable giving directly through your payslip.



Long-term career prospects
Part of a growing and financially stable family business.



Modern working environment
Enjoy our newly refurbished and enhanced headquarters building.



Employee events
Complimentary social events to celebrate and connect with colleagues.



Length of service awards
Recognition and rewards for long-standing team members.



Strong focus on training
Internal and external training, mentoring, and professional development opportunities.



Online learning
Access to our digital learning platform for continuous improvement.



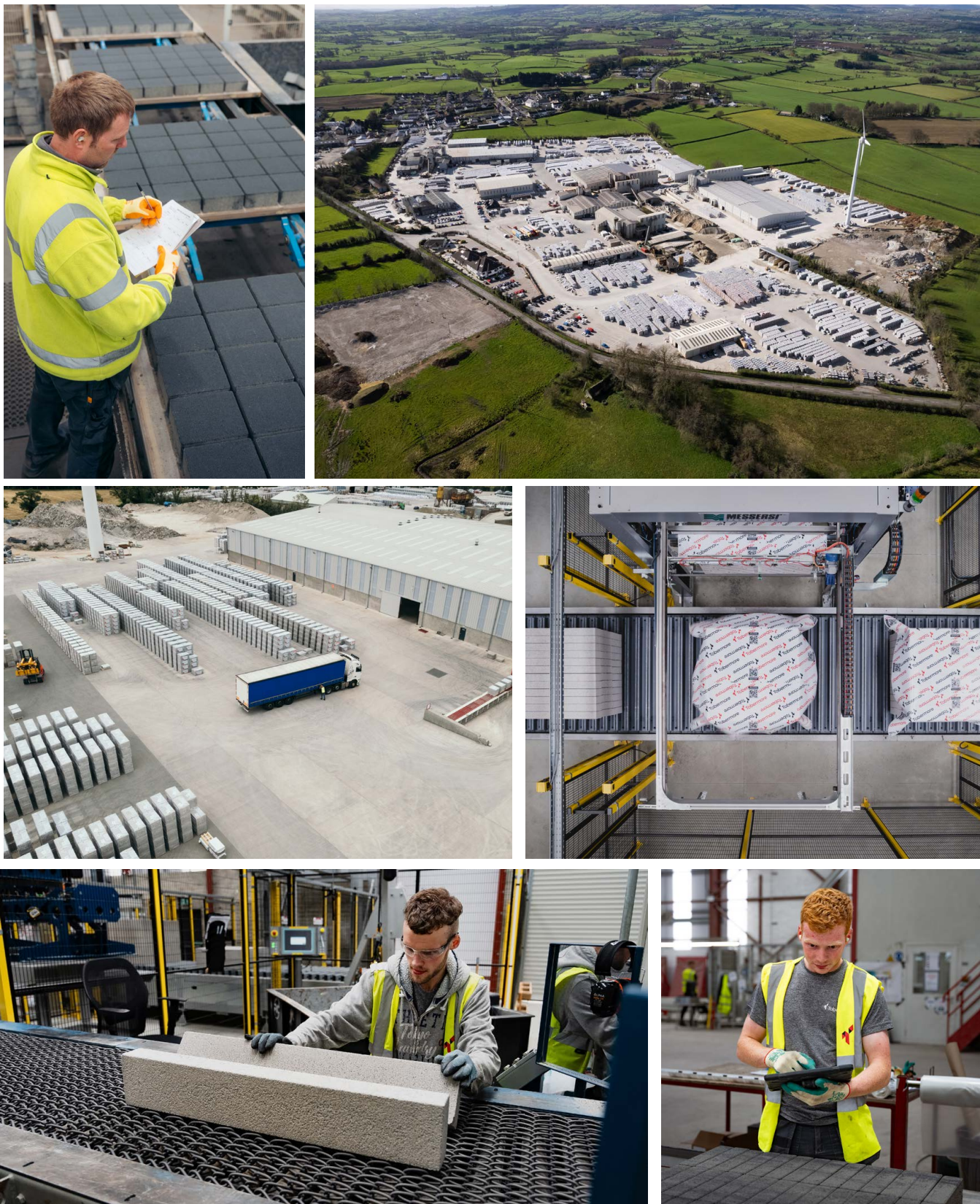
Positive team culture
A collaborative and supportive workplace with a strong team spirit.



Refreshments at HQ
Fresh tea, coffee, fruit, and a selection of bread available daily at headquarters.



Tobermore gallery



The team



Hear from the team



“In my time with Tobermore, I have seen the growth of the company and the trust it has in its staff to do this. With continuous improvement and the belief that everyone can be a benefit to the company I have enjoyed my time here. With high standards set, a family feel to the company and each day bringing something new it's a great place to work.”

Declan Tierney
Maintenance Manager



I have been part of the Tobermore team from September 2000. I started off as a summer worker and have progressed to Head of Manufacturing today. I have seen first-hand the progressive journey Tobermore has went through over the years. We now have a 64 acre Production Yard and a large number of state of the art production factories. Tobermore is a progressive Company to work for, providing long term employment and career options for everyone. I can highly recommend Tobermore for future employment. The production team work is second to none I have ever worked in.”

Trevor Smyth
Head of Manufacturing



“I joined team Tobermore in September '24, from day one it was clear that Tobermore was a place where everyone's ideas are heard and respected, the leadership genuinely cares about your learning and development. There is a strong sense of collaboration as well as culture, its rewarding to be part of a team that strives constantly to make a real impact.”

Ryan Page
Maintenance Parts Manager



Tobermore is a great place to work, with a positive culture and a welcoming team. My role in Stores is always varied and enjoyable.”

Josh Bond
Maintenance Stores Assistant

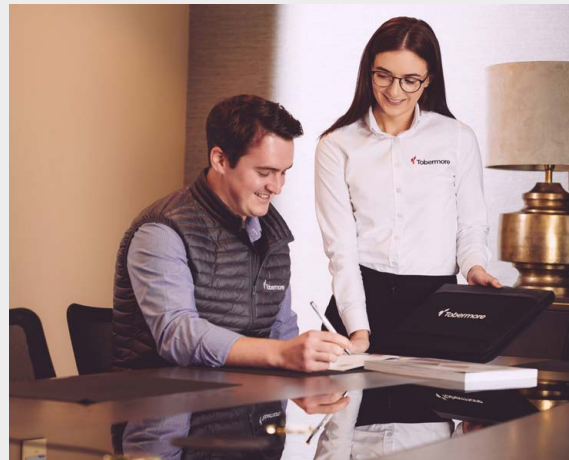


Heart



Happy, Excellence, Attitude, Reliable, Team

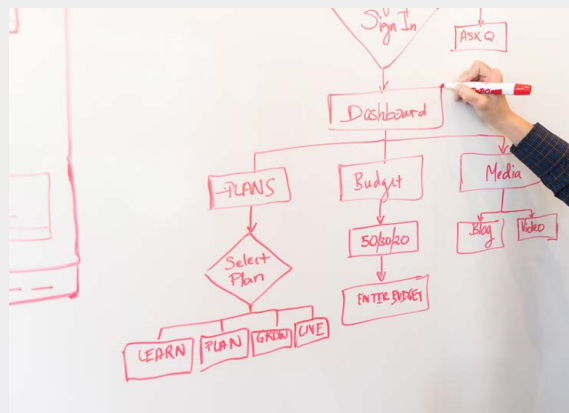
HAPPY

-  ▪ Positive Mindset
-  ▪ Friendly & Approachable
-  ▪ Enthusiastic
-  ▪ Caring & Listening
-  ▪ Welcoming
-  ▪ Fun
-  ▪ Work-life Balance



EXCELLENCE







-  ▪ Determined
-  ▪ Personal Development
-  ▪ Continuous Improvement
-  ▪ Detail-orientated
-  ▪ Organised & Disciplined
-  ▪ Progressive
-  ▪ Process-orientated



ATTITUDE

-  ▪ Adaptable
-  ▪ Honest
-  ▪ Helpful
-  ▪ Hard Working
-  ▪ Humble
-  ▪ Motivated
-  ▪ Respect
-  ▪ Solution-focused
-  ▪ Can-do/Positive Mindset
-  ▪ Resilient

RELIABLE

-  ▪ Trustworthy
-  ▪ Committed
-  ▪ Professional
-  ▪ Integrity
-  ▪ 100% Responsibility
-  ▪ Punctual



TEAM

-  ▪ Togetherness
-  ▪ Coaching
-  ▪ Inclusive
-  ▪ Collaborative
-  ▪ Engaging
-  ▪ SLAs
-  ▪ Open & Honest Communication



80 years & counting

Background

In 1942, a mother's wartime sacrifice sparked the beginning of something remarkable. With £500 saved while her son was away at war, she helped him start a small sand and gravel business in the village of Tobermore. Eighty years on, that act of faith has grown into one of Northern Ireland's most respected companies – still family-owned, still grounded in community, and still driven by a clear purpose: to transform lives and landscapes.

Today, Tobermore supplies high-quality paving and walling products to both commercial and domestic markets across the UK and Ireland. Our commitment to innovation, sustainability, and quality has made us a trusted partner on landmark projects, while our people-focused culture continues to attract and retain exceptional talent.

With a proud heritage and a progressive outlook, we're building more than hard landscaping - we're building a lasting legacy.

Trusted by customers

At Tobermore, relationships come first. We listen, we care, and we go above and beyond to deliver solutions that exceed expectations. Whether supporting a housebuilder with complex drainage requirements or helping a homeowner bring a vision to life, we aim to make every customer feel confident, supported, and inspired.

Designed to perform, built to last

Every Tobermore product is made with care, using advanced manufacturing techniques, premium materials, and strict quality control. We invest where it matters – so our customers can count on long-lasting performance and visual appeal. We're proud to be ISO14001 and ISO9001 certified, with industry awards that reflect our commitment to excellence.

A better way to work

We've streamlined our systems so customers get what they need – fast. From responsive technical support to user-friendly digital tools, everything we do is designed to remove friction and keep projects moving. We're agile, efficient, and always looking for ways to improve the customer experience.

People with purpose

Our people are the heartbeat of Tobermore. Many have been with us for years – and some, decades. We invest in their growth, celebrate their achievements, and create a culture where everyone feels valued. This is a place where careers thrive, ideas are heard, and a shared sense of purpose drives everything forward.





For further information

Please contact Alison Smyth or Leah Johnston for further information



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Tobermore Social
In the meantime, you can follow all things Tobermore on our social channels. Expect to see some latest well-known projects, amazing awards we continue to achieve and of course what our staff have been getting up to!



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