



**JOB DESCRIPTION FOR MAINTENANCE LEAD
FEBRUARY 2026**

A list of job duties associated with your job title is set out below. This job description is non-contractual, and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

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| Job title | Maintenance Lead Imago Venues |
| Band | B3 |
| Team | Operations |
| Purpose of role | The Maintenance Lead is responsible for leading all maintenance operations across all Imago venues to ensure equipment, facilities, and infrastructure remain safe, reliable, and fully operational. This role oversees maintenance planning, team leadership, compliance, and continuous improvement initiatives that support efficient business operations. This role will be 80% on the tools out in the operation and 20% planning and reporting. |
| Reports to | Venue Managers of Burleigh Court Hotel, HP, Link and EAC. |
| Manages | Maintenance Team |
| Main duties | <p>Maintenance Strategy & Planning</p> <p>Develop and implement preventive and predictive maintenance projects, tasks .</p> <p>Plan and schedule maintenance activities to minimise operational downtime.</p> <p>Maintain accurate maintenance records, asset histories, and documentation with the support of contractors and facilities management.</p> <p>Team Leadership & Development</p> <p>Supervise, train, and mentor maintenance technicians and contractors.</p> <p>Allocate daily tasks, set priorities, and monitor performance.</p> <p>Promote a culture of safety, accountability, and continuous improvement.</p> <p>Equipment & Facility Management</p> <p>Oversee the maintenance, repair, and reliability of all machinery, tools, and building systems.</p> <p>Conduct regular inspections to identify issues and ensure operational readiness.</p> |

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| | <p>Recommend equipment upgrades, replacements, or process improvements.</p> <p>Health, Safety & Regulatory Compliance</p> <p>Ensure all maintenance activities comply with safety regulations and company policies.</p> <p>Conduct risk assessments and enforce safe working procedures.</p> <p>Support internal and external audits with accurate documentation.</p> <p>Budgeting & Cost Control</p> <p>Manage maintenance budgets, to include including labour and ordering equipment, spare parts.</p> <p>Track expenditures and identify cost-saving opportunities.</p> <p>Communicate with suppliers and approve purchase orders.</p> <p>Troubleshooting & Problem Resolution</p> <p>Review equipment failures and recurring issues.</p> <p>Implement corrective actions to prevent future breakdowns.</p> <p>Respond to urgent maintenance needs and coordinate rapid repairs.</p> <p>Cross-Functional Collaboration</p> <p>Work closely with operations, engineering, safety, and procurement teams.</p> <p>Communicate maintenance plans and project updates to leadership.</p> <p>Support production planning by ensuring equipment availability.</p> |
| <p>People skills</p> | <p>Positive, open-minded outlook, innovative, flexible, and responsive to changing customer needs</p> <p>Strong communication skills, with the ability to communicate effectively and listen to guests and team members</p> <p>Good judgement skills to determine reactions and responses and to make sound decisions</p> <p>Honesty to be able to build trust with hotel guests and team members</p> |

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| | Proactive problem solving to be able to come up with solutions and deliver a perfect outcome with ever changing information, requests within the operation. |
| Technical skills | <p>Knowledge and experience of supervising members of a maintenance team</p> <p>Strong knowledge of mechanical, electrical, and facility systems.</p> <p>Previously worked in a maintenance environment</p> <p>Knowledge of Health, Safety and Environmental legislation</p> |
| Qualifications | |

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)
 Signature of Manager
 Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)
 Signature of employee
 Date