



Several vacancies may be available - multiple selections may be made

Job Title:	Deputy Director of Operations (S-1640-12)
Location:	RAF Alconbury
Vacancy Number:	0014346
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week: Fixed (Mon-Fri 0800-1630)
Hourly Pay:	£23.06 - £32.62

Benefits:

- **Competitive Salary:** the starting salary for this position is £23.06 per hour
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to provide second-level supervisory and managerial leadership over the 423d Civil Engineer Squadron Operations Flight. In this role, you will guide and direct personnel overseeing the Base Maintenance Contract (BMC) to safeguard mission assurance, infrastructure, facilities, and grounds at RAF Alconbury and RAF Molesworth. You will ensure strategic prioritization of all maintenance and sustainment activities in alignment with Air Force risk categories, while leading supervisory personnel management for the flight.

Additionally, you will serve as the key liaison between the Operations Flight, the Defence Infrastructure Organization (DIO), and external stakeholders to guarantee that BMC contractor performance meets strict standards and complies with US and UK safety and environmental regulations. By leading the 423 CEO Stakeholder Program, you will foster operational transparency, synchronize flight activities, and continuously refine programs to maximize internal efficiency and support for all tenant units.

Qualifications and Key skills

A valid UK Drivers license (Category B) plus;

A minimum of one-years Specialized experience clearly demonstrating the key skills listed below; For example:

- Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other special-purpose installations, including planning maintenance activities, and developing preventive maintenance programs.
- Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans.
- Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one- or two-story buildings to larger structures), directing actual work operations, and maintaining appropriate contacts with the organization funding the project.

Key skills required

- Extensive knowledge of electrical, mechanical, and civil engineering principles and practices required to repair and maintain facilities and infrastructure.
- Expert ability to develop, interpret, and implement complex technical, architectural, and planning documents, drawings, and specifications.
- Proven experience monitoring construction schedules, anticipating project delays, and resolving discrepancies when contractor work falls short of specifications.
- Ability to resolve unique technical problems and adapt operational strategies, programs, and procedures to organizational or policy changes.
- Skilled in gathering and analyzing project and funding data to produce clear reports, spreadsheets, and briefings.
- Strong experience managing organizational resources (personnel, budgets, and time) while ensuring compliance with safety and security regulations.
- Proven ability to supervise, mentor, and motivate a diverse team, establish clear performance expectations, and recognize employee accomplishments..

Other Significant facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- The position requires the knowledge of numerous regulations and codes of work. From time to time, there are various courses that must be attended to keep up to date with new practices, materials and safety legislation.

- The position requires the use of a hand-held two-way radio or alternative method of on-site communication.
- You must be able to communicate effectively both orally and in writing.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil