

Job Description

Job Title:	Maintenance Officer (Mechanical)	Job ID:	PG009
Division:	Power Generation	Reports to:	Maintenance Section Manager
Department:	Plant		
Section:	Maintenance	Last update:	25/05/2021

Purpose of the Role

Responsible for guidance, coordination and implementation of activities for the maintenance of mechanical facilities.

Main Activities and Responsibilities

1.	Coordinates, supervise and performs day to day implementation of mechanical maintenance activity, ensuring priorities are met and standards of quality, safety, environment and technical compliance are met. Acts on-call to provide assistance in emergencies.
2.	Performs resource planning in order to carry out efficiently the day to day mechanical maintenance activity.
3.	Provides guidance and direction to staff engaged on mechanical maintenance activity, ensuring objectives and timescales are met.
4.	Provides guidance and direction on mechanical isolations issues and obtains maximum benefit from establishing and supporting a fully integrated maintenance management system (IMS).
5.	Implements the maintenance policy following always the safety rules.
6.	Ensures updating of plant technical & IMS documentation and continuous alignment of the maintenance procedures with best practices by complying and demonstrating flexibility with all procedures set by the company.
7.	Participates in the Plant and Maintenance related Meetings and provides assistance in all Audits.
8.	Coordinates activities during the outage inspection periods, ensuring that high priority opportunity work is expediently undertaken.
9.	Acts as principal contact for any mechanical maintenance issues and keeps the interested parties informed about the procedure.

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10.	Acts as prime source of mechanical engineering expertise, particularly in relation to the application of the safety rules.
11.	Supervises and ensures compliance of all contractors in the plant with company's policies and procedures.
12.	Responsible for compliance with the plant O&M documentation and applies best practices based on current legislation.
13.	Acts as technical officer for selected contracts.
14.	Communicates on a regular basis with the Operations Section Manager, the Maintenance Officer (Electrical), the duty shift teams and the maintenance section regarding plant status and potential risks.
15.	Contributes to the plant budget monitoring and update and produce KPIs
16.	Provides input regarding spare parts inventory and assistance regarding the technical specification.
17.	Reviews Power Plant's secondary equipment maintenance requirements (i.e. hours remaining etc.) as part of Annual Maintenance Planning. Reviews and identifies equipment's certification needs and next available opportunities to implement the accreditation process.
18.	Performs all the plant's preventive, corrective, predictive and proactive maintenance. Performs troubleshooting and provide solutions for technical problems.
19.	Handles the permit to work process and the development and execution of the isolation list.
20.	Handles the Maintenance Vendors Contract Management by reviewing the submitted documentation and monitoring the contract status.

Qualifications

Education

Field	Mechanical Engineering	Level	BSc
Field		Level	

Relevant Professional Experience

Field	Relevant working experience in an organized industrial environment	Years	At least 2
Field	Experience in implementation, training and maintenance of strict Quality and HSE protocols (esp. ISO9001, ISO 14001, OHSAS 18001, etc.)	Years	

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Professional Certifications & Skills

Languages				Computer Skills	
English	Yes	Level	Advanced	Level	Advanced
Other		Level		Software Skills	Computer use

Competencies	
Excellent Organizational and Time Management Skills	
Excellent Communication, interpersonal and team working skills	
Leadership and people management skills	