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| 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 |

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

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| Main Activities and Responsibilities |
|  | 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. |
|  | Performs resource planning in order to carry out efficiently the day to day mechanical maintenance activity.  |
|  | Provides guidance and direction to staff engaged on mechanical maintenance activity, ensuring objectives and timescales are met. |
|  | Provides guidance and direction on mechanical isolations issues and obtains maximum benefit from establishing and supporting a fully integrated maintenance management system (IMS). |
|  | Implements the maintenance policy following always the safety rules. |
|  | 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.  |
|  | Participates in the Plant and Maintenance related Meetings and provides assistance in all Audits. |
|  | Coordinates activities during the outage inspection periods, ensuring that high priority opportunity work is expediently undertaken. |
|  | Acts as principal contact for any mechanical maintenance issues and keeps the interested parties informed about the procedure. |
|  | Acts as prime source of mechanical engineering expertise, particularly in relation to the application of the safety rules.  |
|  | Supervises and ensures compliance of all contractors in the plant with company’s policies and procedures. |
|  | Responsible for compliance with the plant O&M documentation and applies best practices based on current legislation.  |
|  | Acts as technical officer for selected contracts.  |
|  | 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. |
|  | Contributes to the plant budget monitoring and update and produce KPIs |
|  | Provides input regarding spare parts inventory and assistance regarding the technical specification. |
|  | 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. |
|  | Performs all the plant’s preventive, corrective, predictive and proactive maintenance. Performs troubleshooting and provide solutions for technical problems. |
|  | Handles the permit to work process and the development and execution of the isolation list. |
|  | Handles the Maintenance Vendors Contract Management by reviewing the submitted documentation and monitoring the contract status. |

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

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