



Position Description:

Position Title:	Head of Maintenance Support	Directorate:	Operations
Department:	Operation Support	Location:	Head Office
Section:	Maintenance Support	Job Level:	Middle Management
Reports to:	Operation Support Manager	Subordinates (Direct/Indirect):	3 / 0

Job Purpose:

Manage and develop the strategic direction of the Maintenance division “Rotating, static Equipment’s, Electrical and Instrument” and for the company’s financial performance.

Qualifications, Skills and Experience:

Qualifications:	Bachelor’s Degree in Mechanical Engineering is highly desired or equivalent.
Experience:	At least 10 years of experience related to the maintenance filed of Oil & Gas
Key Accountabilities & Responsibilities	<p>Strategy and Planning:</p> <ol style="list-style-type: none">1. Develop and execute the Maintenance long-term strategic plan in alignment with the operation support strategies.2. Develop Maintenance business plans to ensure the achievement of function and organization financial and strategic objectives.3. Report progress against the Maintenance business plans, opportunities, challenges and issues faced, mitigations taken and course correction actions, etc. as required, to make an informed decision. <p>Leadership: Lead and guide a motivated, engaged, high performing and capable team in order to deliver the department business plan.</p> <p>Budget Planning:</p> <ol style="list-style-type: none">1. Prepare and recommend the Maintenance budget in alignment to the respective regions business plan so that the business is aware of anticipated cost/ revenues and areas of unsatisfactory performance are identified and rectified2. Monitor the Maintenance financial performance (OPEX and CAPEX) against the approved budget to ensure alignment with set budget guidelines, identify areas of unsatisfactory performance, and recommend performance improvement opportunities.



General Skills:

1. Experience leading a team of maintenance professionals, preferably in the oil & Gas industry
2. Proven ability to lead motivates, select and train personnel.
3. Capability to develop, implement and drive training plans
4. Strong working knowledge in Maintenance of Oil & Gas Fields in **Rotating Machinery Equipment's, Static Equipment's, Electrical and Instrument.**
5. Proven technical understanding of production equipment and engineering requirements
6. Ability to effectively communicate both verbally and in writing
7. **Experience in CMMS system and preferable in SAP**
8. MS applications including proficiency with MS Word, Excel, PowerPoint, and MS Project
9. Ability to work with people at all levels; good teamwork and interpersonal communications skills
10. preferred be a practitioner and champion of Lean Concepts and Continuous Improvement processes
11. Ability to demonstrate solid consistent leadership is necessary to be successful in this position



Key Responsibilities:

1. Design maintenance strategies, procedures and methods; Write maintenance strategies to help with installation and commissioning guidelines.
2. **Develop Key Performance Indicator KPI for the Maintenance Section**
3. **Develop project budgets, schedules, and timetables by analyzing engineering/maintenance requirements, area workload, and manpower availability.** Monitor projects and ensure that timetables are met. Advise senior management of delays, problems or changes.
4. Development of Policy, guidelines, procedures, and work instruction with accordance to OEM recommendation.
5. Identify, lead and sustain continuous improvement activities for area of responsibility focusing on safety, cost, quality and delivery. Including developing strategies to target reductions in downtime and improve efficiencies
6. Ensure effective operational reliability through preventive maintenance compliance programs. Ensure regulatory compliance as appropriate OEM standards.
7. Direct and lead the major line maintenance activity at all OGC locations through the Line Maintenance including Rotating and statics Equipment and ensure the performance reporting.
8. Liaise with outside service providers as required. Ensure contractors adhere to the company's safety and other policies.
9. Ensure adequate facilities, equipment, tooling and resources are available to execute the agreed activity and make recommendations to the operation support manager for future strategic direction and change.
10. Ensure adequate logistics and supply chain resource is available to execute the agreed activity and make recommendations to the Executive Committee for future strategic direction and change
11. Establish maintenance contract with service providers in accordance to business requirement and operation integrity.
12. Responsible for the continuous improvement of Gas Stations facilities; preventative maintenance and corrective maintenance to reduce the incidence of costly breakdowns; develop strategies to improve overall reliability and safety of plant, personnel and production processes.
13. Diagnose breakdown problems.
14. Encourages an environment that fosters empowerment, teamwork, personal growth and professional development, and that values diversity and rewards accomplishment
15. Adherence to all statutory requirements pertaining to HSE, and the HSE standards and specifications of OGC.
16. Implementation of all quality and HSE requirements under your area of jurisdiction.



Core Competencies

(refer to Compass Competency Profile for more details)

Basic Skills: Skilled Application

- Utilize in-depth understanding of emotional resistance, risk management, communication, strategy, commercial judgement and finance, decision making and driving for excellence to make a positive, strategic impact in organizational operations. Act as a coach or mentor for others, championing the development of core skills with a department unit.

Communication: Mastery

- Demonstrate advanced understanding and use of technical vocabulary, with the ability to lead technical meetings. Produce detailed reports and documents, including, but not limited to business documents and technical reports.

Personal Effectiveness: Mastery

- Act as an organizational model for personal effectiveness attributes, coaching and mentoring others where appropriate. Address critical problems and execute high-risk decisions where necessary.

Policies and Procedures: Fundamental Application

- Demonstrate adherence to corporate policies and procedures. Describe the importance of corporate culture in terms of success and public perception.

Basic HSE: Mastery

- Take an active role in designing and implementing basic HSE programs and procedures. Monitor organizational compliance to HSE and implement revisions and updates to basic HSE as required.

Advanced HSE: Skilled Application

- Define and implement advanced HSE strategies and objectives. Manage contractor HSE matters and implement risk assessment programs and initiatives. Also provide coaching in HSE leadership and commitment.

Creating Value: Skilled Application

- Implement customer-focused initiatives and solutions throughout business and quality processes. Foster continuous learning opportunities to improve performance and innovation. Act as a change leader, in driving for results while appropriately managing risk.

Business Strategies: Skilled Application

- Develop strategic business plans, incorporating core elements of strategic focus for regional and global perspectives. Provide leadership qualities promoting the business strategy, while designing strategies for monitoring progress and quality.

Operational Management: Mastery

- Consistently model operational excellence for various management strategies, acting as a coach where appropriate. Monitor and evaluate operational management strategies for potential improvement.

Leadership: Skilled Application

- Recognize leadership styles that are misaligned with organizational strategies, and recommend improvements. Demonstrate and execute leadership styles with the ability to adapt them towards changing operational environments.

Building Capabilities: Mastery

- Fully manage a personal development plan while playing a fundamental role in organizational learning and development. Champion mentoring and coaching activities and act as an ethical role model.



Functional Competencies

(refer to Compass Competency Profile for more details)

Fundamental Principles: Fundamental Applications

- Apply thermodynamic principles to solve problems of heat transfer, outline and describe vibrating systems and equipment for problem solving, describe corrosion processes to the control and prevention of harmful effect to mechanical systems.

Piping Systems: Awareness

- Describe company/industry design, material and construction methods, piping system codes, operations safety, and identify and describe company and industry requirements and principles related to piping system operation, safety, reliability and availability outlining applicable codes/standards, & statutory requirements.

Unfired Pressure Vessels: Awareness

- Describe & identify in-house and industry pressure vessel design & specifications, organizations that provide codes and standards used for pressure vessels, vessel components and their integrated arrangement, and describe Risk Based Inspection (RBI) as applied to pressure vessels and company inspection policies.

Fired Equipment - Boilers and Heaters: Awareness

- Describe company/industry fired vessel specifications, fired vessel testing and inspection procedures, Integrity Operating Windows, (IOW), Corrosion Control Documents (CCD) and Risk Based Inspection (RBI) as applied to fired vessels, identify organizations that provide codes and standards.

Fundamental Principles: Skilled Applications

- Review and approve the design for structure and foundation based on company and industrial standards, evaluate and recommend modifications, and calculate response dynamics, define solutions for vibration problems.

Machinery Design, Materials and Subsystems: Skilled Applications

- Approve performance specifications, suppliers design calculations, deviations and submittals and evaluate and recommend deviations from standards and practices for the gear, transmission, and coupling systems for major types of rotating equipment.

Drivers - Electric Motors and Generators: Fundamental Applications

- Specify the mechanical components of, assist in the preparation of the mechanical equipment spec's for electric motors based on company standards and spec's and maintain a list of supplier data on generators, define basic requirements for the electric power transmission, and outline the considerations for use of variable frequency drives focusing on mechanical components

Gas Turbines: Skilled Applications

- Approve drawings, data and other submittals from suppliers and packagers of turbines engines and recommend potential revisions in company standards & spec's based on industry standards, and recommend company/project specific deviations from industry codes and standards for turbine engines.

Centrifugal Compressors: Skilled Applications

- Approve list of supplier data characteristics, performance, design and spec's, control systems, codes and standards, testing, sizing and selection of centrifugal compressors and recommend change in company standards and spec's as applicable based on changes in industry standards.

Rotary Positive Displacement Compressors: Skilled Applications

- Approve selection and sizing of rotary compressors, recommend changes to company standards & spec's based on changes in industry standards and proven performance, confirm suitability of operating envelopes for the design operating.



Centrifugal Pumps: Skilled Applications

- Prepare the mechanical equipment design and spec's, approve mechanical components, for centrifugal pumps based on company and industry standards & spec's, and approve performance & balance specifications for the rotating components.

Operations and Maintenance: Mastery

Recognized as company expert for commissioning S&S of rotating equipment, for defining sparing plans for rotating equipment, for overhauls and shop repairs, and approve maintenance manuals for unit station operations.

Work Control: Skilled Applications

- Analyze, modify, and use the work order system, produce work plans, design a work prioritization policy, apply and coordinate work scheduling, coordinate work execution, keep records, generate a Preventive Maintenance report, produce a Predictive Maintenance program, integrate critical equipment, and develop the scope of work for planned outages.

Availability Engineering: Reliability Engineering: Mastery

- Generate justifications for improvements, identify and eliminate failures, integrate predictive maintenance tools and plans, develop and manage installation procedures, analyze equipment, and manage reliability goals.

Availability Engineering: Maintainability Engineering: Mastery

- Improve maintainability, generate justifications for improvements, improve procedures, communicate procedure importance, analyze equipment, and continuously improve plant organization performance.

Information Technology - Maintenance Management: Skilled Applications

- Establish training and produce reports for a Computerized Maintenance Management System, use software, and design databases.

Supply Management: Skilled Applications

- Prepare procedures and evaluate inventory management systems, choose an inventory system, generate specifications, and determine economic justifications.

Business And Management: Skilled Applications

- Identify goals, benchmark maintenance and reliability against industry leaders, define risks, categorize required/expected states of production levels, publish communications, and create a staffing plan.

Process Management - Maintenance Management: Fundamental Applications

- Outline standards and specifications, identify production systems and targets, relate reliability to the process, integrate health, safety, and environmental (HSE) activities, and explain the importance of evaluating equipment changes.

Organizational Competence: Fundamental Applications

- Define a future organizational structure to achieve process and business goals, develop training and development plans, and identify and communicate information.