

Employee Name			
Job Title	Maintenance Team Leader – Fixed Term Contract (Approx 8 Months)		
Line Manager	Offshore Maintenance Manager		
Supervising	N/A		
Document Number	JD114	Revision Number	A0
Based	Aberdeen Office		

Job Purpose Summary

Responsible for providing field support to field technicians and oversee all maintenance activities. Support client Maintenance Team Leaders with technical queries and on all maintenance related issues. Preparation and submission of monthly reports to the client/ Support and closely work with the Maintenance Manager to assist in achieving business, budgetary, technical and project deliverables.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Providing technical support to field engineers/ technicians on daily maintenance activities.
- Problem solving & providing solutions to faulty and ageing & obsolete equipment.
- Input to offshore planning and resourcing scheduling
- Providing mentoring and guidance to trainee engineers.
- Technical input & general support to project and upgrade works.
- Supporting Maintenance Manager
- Liaising with key clients to educate and inform them of maintenance activities.
- HVAC Maintenance reviews (Frequency, Scheduling/ PMR content) ensuring that the clients PMR's, procedures and standards are fit for purpose & are being adhered to by the Maintenance teams.
- Providing CTR's for projects & upgrade works and assist with work pack make up.
- Offshore visits to client's installations
- Compiling technical reports
- Project commissioning and documentation packs
- To attend weekly/monthly maintenance review meetings with clients at set periods or at the client's request.

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training matrix

Experience/Education/Training

Essential

- Computer literate in all Microsoft packages
- Good communication skills in English (written and oral)
- Team player, friendly and outgoing
- Positive outlook
- Attention to detail with a high level of accuracy
- Ability to work under pressure
- Flexible and well organised
- Self-motivated with the ability to use own initiative
- Articulate
- Experience in a similar or project engineering role

Preferred

- Trade apprenticeship or SVQ III in Refrigeration & Air Conditioning
- Oil & Gas experience

Signed by Employee		Signed by Line Manager	
Date		Date	