

## Job Description

<b>Job Title:</b>	Maintenance Planner
<b>Job Location:</b>	Duhok
<b>Department:</b>	Production

<b>Report to:</b>	Maintenance Superintendent
<b>Direct report from:</b>	As above
<b>Key interactions:</b>	Field Manager, Head of Maintenance Support, Production Superintendent, Maintenance Leads

<b>Key Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Liaise with Superintendents in the maintenance section to determine manpower, material and other requirements of work orders and schedules work orders as per the resource availabilities</li> <li>• Plan material requirements and other resource requirements for various maintenance and inspection programs and turnaround/shutdown activities to ensure the availability of the required materials (stock and non-stock items) and support the timely execution of planned major maintenance activities</li> <li>• Conduct file verifications to prepare shutdown plans for the concerned production area(s), as well as monitoring the shutdown job scope in order to be able to establish step-by-step job planning and resource requirements and details of the job</li> <li>• Assist Superintendents in planning and preparation of turnaround/shutdown activities, in addition to coordinating with applicable maintenance and operations units for appropriate planning of jobs/tasks during shutdown</li> <li>• Tracking the SCE, Non- SCE Maintainable equipments on CMMS (EPICOR) and generating reports</li> <li>• Preparation of PTW, Surveying of job site, developing method statements, Identifying Hazards, Risk assessment, developing TBRA, risk rating using RAM and mitigation plan for maintenance department activities.</li> <li>• Update new Equipment in Epicor, loading frequency, PM Schedule and job description of all PM.</li> <li>• Tracking Running hours of equipment and activate the PM and scheduling accordingly</li> <li>• Preparation of Monthly Emission report &amp; Weekly Report for maintenance activity</li> <li>• Working as an advanced user of CMMS (Epicor) provide training to operator and any other end user.</li> </ul>

<b>Required Qualifications &amp; Experience:</b>
<ul style="list-style-type: none"> <li>• Bachelor's degree in Mechanical Engineering from a recognized university or</li> </ul>

approved program.

- Must have minimum 5+ years of relevant experience in maintenance and inspections (including planning) in Oil & Gas
- Advanced knowledge of maintenance methods and practices (multi discipline)
- Experience with CMMS systems
- Good interpersonal and organizational skills, as well as, a good level of computer literacy and be proficient in Microsoft Office.
- Need excellent communication and presentation skills in both written and verbal English.

#### **Key Attributes:**

1. Ability to work with minimum supervision.
2. A commitment to being a team player and a genuine commitment to the HSE department.
3. A proactive attitude to supporting cultural / behavioral change.
4. Strong sense of work ethic and commitment to company.
5. Be able to follow direction from Line Manager.
6. Flexible approach to working day and night shifts.
7. Good interpersonal and communication skills.
8. Good presentation and report writing skills.
9. Good English Language skills (Oral & Written).
10. Fully conversant with computer applications (i.e., Microsoft Word, Excel, PowerPoint, Outlook etc.).