

Job Description

Job Title:	Maintenance Superintendent
Job Location:	Duhok

Report to:	Field Manager
Direct report from:	Mechanical / Electrical and Instrument Team Leaders, Maintenance Coordinators, Maintenance Support Engineer
Key interactions:	Field Manager, Head of maintenance & Compliance

Key Responsibilities:

- Support and satisfy the policies, goals, efforts, and programs of company Health, Safety and Environmental Management System.
- Close liaison with the FM & Production Superintendents to ensure full alignment and delivery of the integrated plan.
- Provides direct technical guidance and supervision for the Mechanical, Electrical, Instrument and Control and Planning Groups Involved in the planning and execution of preventive and corrective maintenance of equipment. Ensuring plans are aligned with business needs and long-term goals.
- Ensures quality and delivery of work through adherence to standards and procedures with sound technical work practices. Ensuring safety critical PM's are completed on schedule and backlog minimized.
- Responsible for plant administration and co-ordination of activities for the Maintenance Management System within EPICOR. It is the plant focal point of the Maintenance deferment process.
- Works with others in a multi-disciplined/multi-cultured environment to optimize use of resources, resolve failures, improve procedures and processes.
- Utilities knowledge of process operations to recognize impacts to production caused by maintenance and failure of equipment's including Export pumps, compressors, and centrifugal pumps and diesel power generators.
- Provides daily/weekly maintenance progress updates and technical reports as required by management.
- Ensure the adequacy of spares/stock levels and consumables for all maintenance activities and forthcoming campaign/shutdown work scopes.
- Identification, recording and analysis of potential safety/ Production threats (including de-bottle necking opportunities) and identify any areas for potential improvements/ Production uplifts and cost savings.
- Responsible for the management of cranes including all certification (construction superintendent is responsible for management of the Rigging Loft including all certification).
- Carries out worksite audits of Maintenance and other teams to ensure quality and safety.
- Participates in and promotes Company Horizon Zero and Star Safety Programs.
- Ability to lead/Provide instruction to incident investigation teams and act as

“Super User” with CMO.

- Able to perform a member of the emergency response team(ERT) as required

Communication and Important Working Relationships:

- Internal Contacts include on a frequent basis the plant leadership team, Planning, Maintenance and Production personnel at all levels to arrange maintenance and repairs of Plant equipment.
- Ensure close collaboration and daily contact with the plant Operations Support Team.
- Reporting technically to the field Manager.
- Coordinates & Approves the mobilization & de-mobilization of temporary plant & equipment hiring to budgeted expectations.

Supervisory Responsibility:

- Manage, Coach, teach & mentoring of supervisors, identifying competency, training requirements, & Personnel Development Opportunities.
- Provide Strong Line Supervision for direct reports to ensure team have adequate skills and resources always.
- Plan, evaluate and delegate responsibility while retaining accountability.
- Contribute to personnel selection and performance appraisal. Conduct regular assessments with the Technicians to continually maintain and improve the individual and overall team development to ensure an efficient, effective and competent workforce.
- Ensure all discipline supervisors/ Team Leaders prepare comprehensive handover with all pertinent operational and maintenance information

Required Qualifications & Experience:

- Degree in Mechanical/Electrical Engineering/Instrumentation with Min 10 years of experience leading and supervising maintenance personnel or Diploma with Min 15 years of experience leading and supervising maintenance personnel in the relevant industry.
- Strong working knowledge and experience in maintenance planning or execution.
- A strong working knowledge of industry maintenance best practices, standards and programs, pressure equipment, rotating equipment, instrument and controls, electrical and process operating principles.
- 2+ years’ experience using the CMMS or other Plant Maintenance module is highly desirable.
- Strong computer skills - with MS Office suite.
- Strong interpersonal skills and can work effectively with diverse groups and/or subordinates.
- Excellent communication, analytical, problem solving and organizational skills.
- Demonstrated ability to prioritize, manage and deliver multiple and competing priorities.
- Proven commitment and HSE compliance.

- Ability to positively influence others.

Key Attributes:

- Reliable
- Trustworthy
- Enthusiastic
- Flexible
- Ability to work in team
- Make positive contribution to day to day working
- Must be honest in his/her work
- Effective communication