

Maintenance Planner & Scheduler

In charge of planning work activities and identify purchase requirements for correct execution of the work order for oil terminal equipment, mobile equipment and marine works among others. Role will be responsible for establishing a suitable timeslot for maintenance, based on parameters concerning duration of activities, availability of service provider, parts and tools, in order to coordinate with asset owner on the earliest start date and duration of the work.

This position requires:

- Knowledge of preventive maintenance concept for a process plant.
- Understand basic mechanical, electrical, instrumentation, civil and marine works concepts.
- Ability in determining the scope of work for preventive maintenance activities.
- Good analytical skills.
- Contractor management skills.
- Strong verbal and written communication skills in english.
- Comply with industrial safety procedures
- Meet required standards as per industry codes.

Required educational and experience background:

- Preferably engineering degree or related diploma with equivalent experience.
- At least 5 years industrial experience as maintenance planner or supervisor/foreman.
- Preferably with experience in managing small projects and dealing with external contractors.
- Exposure in process plant industry preferably in Oil & Gas industry
- Computer proficiency working with CMMS, preferably Maximo
- Exposure with Permit To Work Systems
- Proven technical skills in understanding complex work involving multi-disciplinary activities.

Job Profile

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| Position: | Planner/Scheduler |
| Company: | Port of Fujairah |
| Date of Profile: | January 2019 |
| Reporting To: | Maintenance Manager |
| Key Result Areas | <ul style="list-style-type: none"> • Liase with Maintenance Engineers in defining the technical workscope of a maintenance or work activity. Scope includes the particular work method to utilize, resources required in terms of manpower, skills, materials & equipment. • Responsible for the planning of the work order, based on a final work statement method covered by an approved Job Safety Assessment.. • Responsible for ensuring that all required resources are available at site prior to execution of corresponding work orders. • Initiates procurement requirements, in order to ensure that conditions are fulfilled to schedule the Work order for execution and have the administrative/budget checks for the work order executed. • Co-ordinates within and outside of department/terminal in order to facilitate the required resources for each particular activity. • Responsible for establishing a suitable timeslot for maintenance, based on parameters concerning duration of activities, availability of service provider, parts and tools, in order to determine the earliest start date and duration of the work order. • Determine the timeslot for execution of the work order, together with operations staff, given the earliest start date, the due date, the priority and the duration in combination with the asset availability, as well as inform subcontractors on the schedule for the work order. • Execution of the readiness check and arrangement of permits before execution of the work order • Formal closure of the work order and check the |

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| | <p>administration of the work order, in order to ensure a final check on both administration as well as result of the work order</p> <ul style="list-style-type: none"> • Assist in checking and closure of all orders & service request for payment. • Responsible for ensuring that all findings & utilized resources for each work order is properly documented in the CMMS. |
| Key Performance Indicators | <ul style="list-style-type: none"> • Well executed activities including complex projects in terms of schedule & cost. • Control of backlog work thru timely execution of activities. • Higher efficiency in execution of work thru optimized use of resources and minimal waiting time. |
| Decision-Making | <ul style="list-style-type: none"> • Evaluation of best work method based on work duration & cost. • Selection of appropriate resources to ensure timely completion of jobs. • Prioritization of work based on urgency and impact to terminal operations. • Ability to combine work activities in order to optimize use of resources. |
| Dimensions | <ul style="list-style-type: none"> • Propose & manage Maintenance budget |
| Skills & Knowledge | <ul style="list-style-type: none"> • Degree in Engineering preferred. • At least 3-5 years of on the job training or equivalent relevant experience • Preferable to have project & maintenance management |