

# POSITION DESCRIPTION

1. THE POSITION	
<b>Position</b>	Maintenance Manager
<b>Competency</b>	Leadership Team
<b>Function</b>	Maintenance
<b>Division</b>	Maintenance
<b>Position Summary</b>	<p>The Maintenance Manager is a core member of the Extended Leadership Team (ELT) and is responsible for leading the Maintenance team, planning and executing all maintenance activities associated with the safe and efficient running of the Dragon LNG terminal.</p> <p>The role holder is accountable for executing maintenance through robust planning, work preparation, scheduling and performance measurement whilst ensuring compliance with all legislative, industry and site regulations.</p> <p>The Maintenance Manager is responsible for managing and coordinating asset integrity, maintenance, inspection and testing activities to assure the continued safe operation of the terminal, contributing to the success of the organisation through achieving company objectives – safe, reliable, competitive, agile.</p> <p>The Maintenance Manager will work closely with the Engineering Manager and Operations Manager to fulfil all required maintenance activities on site and with the Operations Manager to ensure that maintenance activities are executed in close collaboration with operations including optimised planning and resource allocation whilst minimising impact on plant availability.</p>
<b>Organisational Structure</b>	<p>This position reports to the Managing Director and is part of the Extended Leadership Team.</p> <p>Direct reports to this role include:</p> <ul style="list-style-type: none"> <li>• Planner.</li> <li>• C&amp;I Lead.</li> <li>• Mechanical Lead.</li> <li>• Electrical Lead.</li> <li>• Stores Coordinator.</li> </ul> <p>All Maintenance Technicians and Stores Assistants also report into the Maintenance function.</p>

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<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, codes, statutory activities, standards and company policy/procedures/work instructions.</li> <li>• Prepare and execute an effective and optimised predictive, preventive and corrective maintenance programme utilising planning and scheduling systems and techniques to minimize downtime and reactive work.</li> <li>• Ensure condition monitoring programmes are executed and reported to support equipment replacement plans and optimise maintenance frequency periods.</li> <li>• Budget holder for maintenance. Monitor and control operational and minor capex expenditure.</li> <li>• Develop and implement the maintenance strategy and Asset Integrity Management System (AIMS). Develop and manage KPIs associated with maintenance activities to demonstrate performance to targets within the maintenance function in accordance with Work Management Guidelines.</li> <li>• Close liaison with Operations Manager and Engineering Manager to identify plant improvements and facilitate in the execution of modifications to improve cost, availability and reliability of facilities.</li> <li>• Close liaison with Senior Management Team to provide strategic and tactical Technical support for all Projects identified in the Project Funnel</li> <li>• Drive continuous improvement relating to maintenance efficiency by increasing “Tool Time” and reducing maintenance backlog.</li> <li>• Ensure through effective management of the Stores team, that adequate processes are in place to ensure adequate spares and inventory are available to carry out all maintenance activities.</li> <li>• Consistently demonstrate model leadership behaviours in line with company values.</li> <li>• Develop a highly multi-skilled and motivated team through mentoring, coaching, training and effective communication.</li> <li>• Ensure all mandatory training is completed within the maintenance team, including CAMS (Competency Assurance Management System).</li> <li>• Carry out regular reviews of all vendors and contractors in line with current C &amp; P procedures. Act as Contract Owner for key maintenance contracts.</li> <li>• Build effective professional relationships across DLNG organisation and with all business partners.</li> <li>• Owner of Risk Scorecard for Maintenance function.</li> <li>• Support the development and maintenance of an Asset Reference Plan to understand future opportunities for DLNG in the evolving energy sector</li> <li>• Champion Continuous Improvement within the Maintenance team ensuring we benefit from learning opportunities, allocating resources to manage key Workstreams</li> <li>• Core member of the crisis management team for the site with rotating responsibility for crisis management situations.</li> </ul>
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<b>Change Authority</b>	<ul style="list-style-type: none"> <li>• Develop and implement maintenance management systems, processes and procedures.</li> <li>• Core member of ELT with leadership responsibility for the Maintenance organisation.</li> <li>• Contributes to functional reviews.</li> <li>• Undertakes audits, incident investigations and review of working practices.</li> <li>• Stop work authority for any activity deemed unsafe.</li> </ul>
<b>Authority / Influences over Resources</b>	<ul style="list-style-type: none"> <li>• Leadership responsibility for maintenance team including compliance with Safe Systems of Work.</li> <li>• Development of maintenance budget, implementation, monitoring and control of budget.</li> <li>• Management of people development and competence compliance.</li> </ul>
<b>Internal / External Interaction</b>	<ul style="list-style-type: none"> <li>• Interaction with all DLNG internal departments including multi-disciplinary interaction with operations and maintenance teams.</li> <li>• Interaction with site business partners. Maintenance team have responsibility for ensuring compliance with Safe Systems of Work in accordance with approved permit to work and method statements for all site Maintenance activities and must have effective working relationships with business partners on site.</li> <li>• Interaction with relevant regulatory bodies, members of the press and public in the event of a crisis situation.</li> </ul>
<b>2. PERSON SPECIFICATION</b>	
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Maintenance Management in Oil &amp; Gas, Petrochemicals or LNG Industry.</li> <li>• Multi-disciplinary maintenance management including electrical, mechanical and C&amp;I.</li> <li>• Plant operations of COMAH installations including the application of relevant UK, international legislation or codes of practice.</li> <li>• Crisis and emergency response</li> <li>• Leadership and people management.</li> </ul>
<b>Knowledge, Skills, Attributes and Qualifications</b>	<ul style="list-style-type: none"> <li>• Preferred Degree in Engineering discipline or equivalent.</li> <li>• Preferred Chartered Engineer.</li> <li>• Preferred NEBOSH qualification in health and safety or equivalent.</li> <li>• Understanding of the Health and Safety, Environmental and Quality standards that are applied with a top tier COMAH installation.</li> <li>• Demonstrable leadership skills.</li> <li>• Excellent interpersonal skills and ability to develop professional relationships at all levels.</li> <li>• Exceptional communications skills (written and verbal).</li> <li>• Proficient user of IT including high level skills in Microsoft Office.</li> <li>• Ability to effectively collate, analyse and utilise data.</li> <li>• Results orientated, with a commitment to quality and timely delivery.</li> <li>• Demonstrate a strong commercial mindset and awareness.</li> <li>• Ability to effectively collaborate in a cross functional environment.</li> <li>• Ability to lead, motivate and inspire a team.</li> <li>• Decision making capabilities.</li> </ul>

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<b>Special Features</b>	<p>Dragon LNG terminal operates 24 hours per day, 365 days per year. The maintenance team maintain set working hours but also work on an on-call basis. The role holder will be expected on an ad hoc basis to amend their working pattern temporarily to attend site to support the team.</p> <p>The role holder will also be part of the on-call duty roster and will work on a call out basis whilst on rota.</p>
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**As a DLNG employee you are required to comply with all DLNG policies and procedures.**

I have received, reviewed and fully understand the contents contained within the job description	
Employee Signature:	Date:
Line Manager Signature:	Date: