

JOB DESCRIPTION

Job Title:	Maintenance Specialist
Department:	BKR Asset Operations
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	BKR Maintenance Manager

Role Purpose	
The Maintenance Specialists are a small team of resource deployed to deliver asset maintenance work. Specialist roles will be arranged by technical skill discipline (Static mechanical and engine equipment, Rotating Equipment and machinery, Electrical and Instrument equipment and systems).	
The role purpose is to:	
<ul style="list-style-type: none"> • Lead the planning of preventive and corrective high complexity/low frequency maintenance • Support the offshore maintenance team with non-routine corrective and breakdown intrusive maintenance • Provide execution support to offshore maintenance team • Manage performance of maintenance vendors and quality assurance for maintenance delivery • The role will require a number of offshore visits each year 	

Areas of Responsibility	
Geographical Span:	BKR
Budgetary Responsibilities:	Yes
Direct Reports:	No – oversee 3 rd party work plan and budget
Contract Management:	Contract focal point for allocated Contracts
Travel Required:	Occasional as required

Main Tasks (please list 4 {minimum} to 10 {max.} tasks)
<i>Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.</i>
Asset General
<ul style="list-style-type: none"> • Embody Serica corporate culture & core values to deliver Serica corporate goals.
Safety and Asset Integrity
<ul style="list-style-type: none"> • Initiate/ Review Management of Change (MoC) where required.

- Contribute to effective Process Safety Management, ensuring system barriers are maintained & operated within specified limits.

Planning and Optimisation

- Agree defined activity Statement of Requirements with the engineering team and issue to vendors.
- Develop and maintain a Maintenance and Intrusive Inspection 20Q schedule for assigned equipment.
- Plan activities in compliance with the Serica Integrated Field Planning Gate Criteria and attend planning meetings to provide assurances on gate compliance (8Q/12W/6W).
- Execute maintenance work scopes ensuring vendors are fully aligned with expectations of quality and performance.
- Monitor and support offshore execution to ensure successful completion of the work scopes.

Commercial and Other

- Develop and maintain relationships with critical vendors and suppliers to ensure timely and cost-effective procurement of materials and services for Maintenance activities.
- Support cost management and forecasting for Maintenance related Cost Codes.
- Identify gaps in critical spares and notify Materials Management staff of any shortfall.

Professional/Educational Requirements (please list 1 {minimum} to 6 {max.} requirements)

Essential:	<ul style="list-style-type: none"> Minimum 7 years of practical experience as a Maintenance Practitioner in a Technician, Supervisory or Technical role. Minimum HNC qualified in a relevant engineering discipline OR equivalent experience/qualifications in a Technician Role. Proven maintenance management system skills and Work Management knowledge. Budgetary preparation, cost control and contractual awareness.
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Acknowledgement

I have read this job description and fully understand the requirements for my role within Serica.

Employee Signature:	
Printed Name:	
Job Title:	
Date:	