**BASIC ROLE DETAILS**

**TITLE:**  **Maintenance Coordinator Mechanical REGION:** Alkmaar

**DEPARTMENT:**  Maintenance **MANAGER:** MC Lead Onshore

**ROLES REPORTING INTO THE ROLE:** -

**GENERAL**

TAQA ranks as one of the largest energy and water companies in the world. Our purpose: “powering a thriving future by efficiently providing sustainable and reliable energy and water to unleash the unlimited potential of people and places”.

With over 30 nationalities across the global organisation, we are committed to promoting a corporate culture where everyone is valued and able to play their part in building our future success.

In the Netherlands, we focus on the on- and offshore production of oil and gas as well as the operation of two underground gas storage facilities. The latter are strategic assets in the provision of reliable gas in the Netherlands. Their importance will only increase in the coming years as the greater dependence on gas imports will mean domestic storage becomes key to maintaining security of supply.

The energy landscape in the Netherlands is changing, and TAQA is supporting the energy transition in two key ways: we are contributing to continuity of gas supply in the short-term as the transition agenda moves forward. We are also participating in large-scale sustainability developments such as hydrogen and green gas expertise center Investa and Porthos, a CO₂ capture and storage project.

You will be given a lot of responsibility when you join the company, which you are expected to take. And you’ll get the space you need to do your job. Individual and team contributions really make a difference at TAQA.

Our success as a company depends on the engagement and passion of our people. Although our organization is large and global, locally we work with short reporting lines in an open and informal culture. We strive for diversity when attracting talent to our organisation and give your personal development our full attention.

***In all we do, safety is our first priority. The safety and care of our people, as well as our surroundings and the environment.***

**ROLES AND RESPONSIBILITIES**

**BASIC PURPOSE OF THE ROLE**

The maintenance coordinator prepares preventive and corrective maintenance and repairs of the equipment. The maintenance coordinator prepares workpacks for complex activities, activities with vendor or specialist involvement or for minor modifications.

The maintenance coordinator schedules the activities according activity priority and maximum efficiency.

**KEY RESPONSIBILITIES**

* Maintain the TAQA assets, with the objectives to deliver quality and availability of installations in accordance with the scope of work, rules, regulations and TAQA’s job instructions and procedures,
* Plan and schedule maintenance and modification activities
* Supervise work of technicians in fixed team,
* Provide guidance to technicians in fixed team,
* Supervise service- and sub-contractors,
* Continuously update and improve the preventive maintenance system,
* Coordinates the activities with Operations in the weekly planning meetings,
* Ensures that all work is done in accordance with approved working procedures,
* Marks up drawings after modifications and checks revised drawings,
* Maintaining good housekeeping at the site,
* Reports all accidents / incidents / near misses and potential hazards immediately,
* Technical, financial and quality control of replacement parts and/or repaired parts,

### Administrative Tasks:

* Daily reporting of executed activities in Maximo,
* Prepare purchase orders,
* Keeps all relevant project files in good order,
* Provide input to the 2 or 6 week plans,
* Provide input to the 3M plan,

**JOB DIMENSIONS**

All TAQA operated assets in the Netherlands, actual assignment as per instructions from the Team leader Maintenance Coordination offshore

Prepare and approve work orders and permits to work.

Prepare and approve purchase orders as per delegation of authority.

**QUALIFICATIONS, EXPERIENCES AND SKILLS**

**QUALIFICATIONS / TRAINING**

* Medium level technical education (MTS or equivalent).
* Three years experience in Maintenance supervision or work preparation in the process industry (preferably oil & gas).

**EXPERIENCE/KNOWLEDGE/SKILLS**

* Fully familiar with the computerized maintenance management system (Maximo).
* VCA
* Workableknowledge of office applications such as Word or Excel.

Knowledge of:

* Mechanical and piping standards and working practices.
* Rotating and associated equipment

Languages:

* Dutch – Working knowledge
* English – Working knowledge

**ADDITIONAL REQUIREMENTS**

**HSE**

**General (Office staff)**

To not endanger the safety of one’s self or others\*

Adhere to the applicable safety regulations for the location of office

Having received sufficient training to work on the location

To maintain the safety tools supplied by TAQA and keep then in good shape\*

Use all tools and dangerous substances in the correct and prescribed manner

Know or be able to find procedures, standards and instructions of the Safety Management System

Execute work in accordance with the Corporate Critical Safe Work Standards

Adhere to measures indicated in the specific risk analysis such as a TRA

Attend safety, kick off and tool box meetings and contribute to those if requested\*

Support incident research and contribute to those if requested\*

Report deviations, incidents and dangerous situations immediately to the team leader or HSSE representative\*

Prevent harm to the environment by reducing and separating waste where indicated and prevent our installations or processes to cause spills or exhaust gasses

During transport or travel adhere to the legal or transporter’s regulations including those of the helicopter transporter and adhere to the TAQA defensive driving rules as well as advice regarding road transport

Ensure timely follow up with examinations required by law or TAQA

*\* ARBO requirement*

**INTERACTIONS**

**INTERNAL INTERACTIONS**

* Operations and Maintenance team.
* Project engineers and discipline engineers.

**EXTERNAL INTERACTIONS**

* Vendors and specialist as instructed by Team leader Maintenance Coordination offshore.

**DETAILS**

**ESTIMATED START DATE: 1 November 2023**

**WORKING HOURS: 40**

**DURATION: 1 year, with option to extend**