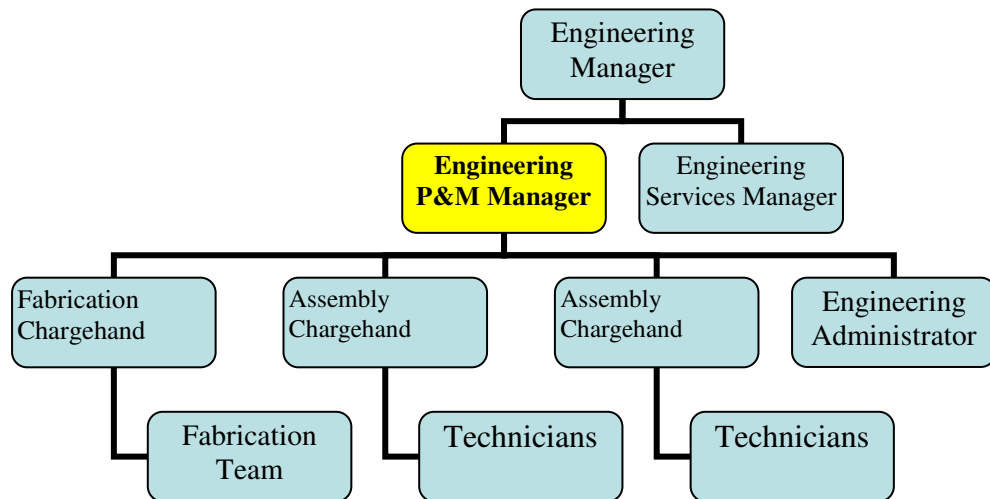


## JOB DESCRIPTION

**1. Position:** **Engineering Production & Maintenance Manager**

**2. Reporting Relationships:**



**3. Job Purpose:**

Manage the Engineering P & M resources to ensure high levels of safe productivity are achieved and maintained in the fabrication, assembly, commissioning and maintenance of TWMA equipment.

**4. Key Responsibilities:**

**4.1 Productivity**

- Manage all resources (staff, facilities, equipment) effectively to maximise productivity.
- Liaise with the Engineering Manager to ensure productivity and costs are satisfactorily balanced.
- Identify and implement methods, techniques, equipment, processes etc. to ensure high levels of productivity are achieved in a safe, controlled and sustainable manner.
- Identify and implement processes to establish and record productivity levels and enable improvements to be demonstrated
- Engage with the appropriate Technical experts to support P&M when required.
- Liaise with and provide the Engineering Services Manager with resources for Maintenance activities.
- Liaise with the Engineering Manager to provide structured reporting of all activities associated with Production.
- Liaise with the Engineering Management Team to develop, schedule, communicate and implement Production schedules/activities.
- Supply information on current and future workloads with estimated costs and timescales for completion.
- Assess and allocate Service Action Requests (SAR) and Engineering Change Requests (ECRs) for implementation and completion.
- Promote a positive image of TWMA, always.

#### **4.2 Production and Maintenance Planning**

- Responsible for developing, implementing and maintaining a P&M plan that delivers against a P&M strategy.
- Evaluate effectiveness of P&M plan on a continuous basis and amend as required to maintain high levels of productivity.
- Report overall department performance monthly.

#### **4.3 Management of personnel:**

- Responsible for the management and control of the Engineering P&M team
- Actively engage with P&M personnel to ensure good relationships are built and maintained throughout the team
- Evaluate and maintain staffing levels required to deliver against demand.
- Liaise with Engineering Manager and HR Dept for recruitment, discipline and grievance issues and appraisals.
- Ensure Production staff are adequately trained and assessed for competency, to ensure the required skills are in place to deliver against the department's objectives.
- Manage, record and maintain high levels of utilisation of staff within the Engineering P&M team.

#### **4.4 HSEQ Requirements**

- Responsible for the implementation of, and compliance with, Group HSEQ policies and procedures throughout the Production team.
- Continually monitor the effectiveness of HSEQ processes and procedures and proactively identify and implement improvements as required.
- Proactively communicate any areas of concern or opportunities for improvement to the Engineering Manager.
- Ensure compliance with all TWMA, client, job specific and regulatory procedures / legislation.
- Manage and maintain high awareness level in respect of HSEQ targets and objectives.
- Attend safety meetings with HSEQ personnel as and when required.

#### **4.5 Complying with Procedures**

- Ensure all operations comply with the Company and Client policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company Handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Keep up to date with other current legislation, legal requirements and regulations that apply to the company.

#### **5 Experience (Essential)**

- Proven track record in a production and maintenance management role (productivity, planning, financial and people management)
- Proven track record of improving production efficiency in a workshop manufacturing and maintaining equipment involving multiple trade disciplines.
- Proven track record of effectively managing staff at all levels
- Significant experience of working in an environment where equipment production, reliability/availability/uptime is critical.
- Managing maintenance, fabrication, assembly, refurbishment, testing and commissioning programmes for complex equipment packages
- Managing multi-disciplinary teams in an engineering workshop environment
- Managing engineering activities both on and offsite. i.e. local and remote
- Working with equipment where compliance with ATEX/CE and other industry, national and international standards is required.
- Working within a fast moving "Service" environment with changing priorities
- Proficient with Microsoft Office

**Experience (Desirable)**

- Involvement in mechanical engineering design activities, from component through to system level
- Working within drilling, drill cuttings waste management, solids control, or drilling fluids disciplines
- Working within the oil and gas
- or energy industries
- Working within a Process Control environment

**6 Qualifications / Training (Essential)**

- Degree/HND or equivalent in a relevant Engineering or Technical discipline
- Evidence of continued development within a Management role
- Lean or Six Sigma Management qualification.

**Qualifications / Training (Desirable)**

- Further training/qualification in a relevant discipline
- Basic Offshore Safety Induction & Emergency Training (BOSIET)

**7 Knowledge / Skills / Aptitudes / Qualities**

- Highly organised
- Drive and dedication
- Ability to instil and maintain new working practices into the workforce
- Ability to maintain efficient running of several projects/tasks simultaneously
- Ability to work independently
- Dedicated to promoting a positive image of the company
- Effective and inspirational leader and team player
- Takes ownership, responsibility and accountability for: the role, for personal performance, and for the engineering teams' performance
- Calm, tenacious and resilient during challenging situations
- Excellent communication and interpersonal skills to deal with staff at all levels
- Ability to travel domestically and overseas
- Driving licence
- Punctual