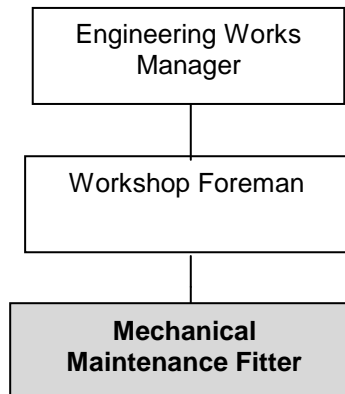




## JOB DESCRIPTION

**1. Position:** Mechanical Maintenance Fitter

**2. Reporting Relationships:**



**3. Job Purpose:**

To work effectively as part of a team to service, repair and maintain offshore oil equipment by working closely with the maintenance department. Carrying out repairs and upgrades of mechanical equipment will be an integral part of the role. Help train colleagues across various disciplines. Undergo relevant training.

**4. Key Responsibilities**

**4.1 Workshop Duties:**

- Check, service, repair and maintain all TWMA equipment.
- Log information in the maintenance job sheets.

**4.2 Provide technical advice and assistance to all departments:**

- Liaise with Engineering Department to obtain necessary information to assist and build new equipment as required.
- Source information from third party representatives as necessary.

**4.3 HSEQ & SEPA:**

- Follow all TWMA and HSEQ/SEPA procedures.
- Address any concerns and taking appropriate actions in conjunction with TWMA procedures.
- Attending monthly safety meetings with QHSE personnel.



**4.4 Out of Hours Maintenance Assistance:**

- Provide back-up assistance to other Maintenance personnel by mobile phone as required.
- Attend the maintenance site in the event of an equipment call off.
- Report all out of hour's activity to Maintenance Manager.
- Part of on call Rota.

**4.5 Offshore/Oversees Maintenance – supporting offshore operations:**

- Traveling overseas to check, service & repair equipment as required.
- Be prepared to undertake medicals, vaccinations and training as required for offshore/oversees travel.

**4.6 Comply with Procedures:**

- Ensure all operations comply with the Company and Client operating 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 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.

This is not an exhaustive list of duties and that all are subject to change should it be required.

This is to certify that I understand all that is expected of me in this job description.

Signed:.....

**PLEASE RETURN A SIGNED COPY**

Date:.....