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## Maintenance Supervisor

North American Division

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### REPORTING:

Reports to the Offshore Installation Manager (OIM).

### SUPERVISION:

Supervises the Mechanical Supervisor or Chief Mechanic, Electrical Supervisor or Chief Electrician, Electronics Supervisor or Chief Electronics Technician, Information Technology Supervisor and Senior Subsea Supervisor.

### LOCATION:

Offshore location.

### PREREQUISITES / QUALIFICATIONS:

- High school diploma or equivalent.
- Valid medical examination and vaccination certificates.
- Knowledge of all technical calculations required for the safe operation of the drilling unit and computer skills.

### BASIC FUNCTION:

-Supervises and control the maintenance and repair of mechanical, electrical, electronics, subsea, and information technology equipment on the rig.

### DUTIES AND RESPONSIBILITIES:

#### QHSE Management:

- Maintain control over the rig's Preventive Maintenance System (PMS) and associated computer database.
- Coordinate periodic maintenance activities with the OIM and other department heads.
- Plan the service and maintenance of equipment according to the PMS guidelines.
- Ensure that reports for repair and maintenance of equipment are accurate and complete.
- Carry out classification society surveys as part of continuous survey of machinery.
- Liaise with the marine department regarding the loading, ordering and use of fuel, potable water, and drill water in consideration of the rig's stability.
- Ensure that the permit to work and isolation systems are strictly adhered to in the maintenance department.
- Inform the OIM and other department heads of any technical problems or limitations that may effect the safe operation of the rig.
- Maintain adequate supply of spares in order to fulfill maintenance requirements and facilitate a safe and efficient operation.
- Supply information for maintenance and repair budget.
- Maintain proper communication with shore based Field Support group, rig management, and equipment vendors.
- Liaise with the OIM to ensure that all third party equipment is fit for purpose, certified, correctly installed, and maintained while on the rig.
- Implement the follow up requirements to audits, as issued by Clients, Regulatory Authorities or rig management.
- Approved all maintenance department requisition purchase orders.
- Supply rig management with maintenance statistics of the vessel.
- Advise on ways of making improvements to the inventory kept on the rigs.
- Document any and all changes to the PMS system and provide reasons for making these changes to Rig Manager via direct supervisor.
- Exercise fiscal responsibility with regard to maintenance budget.
- Train personnel on the use of the PMS system to reduce error in the system.
- Communicate equipment problems or breakdown information via direct supervisor to Field Support Group.

#### QHSE:

- Demonstrate commitment to company safety policies through leadership and guidance.
- Ensure regulatory requirements for environmental protection are complied with.
- Actively participate in the weekly safety meetings and pre job meetings as required.
- Report any incidents, potential hazards or abnormal situations to the OIM and other department heads.
- Prepare Job Safety Analysis for hazardous situations.
- Ensure a high standard of hygiene and housekeeping is maintained onboard the rig.
- Assist the OIM in reviewing and updating the current safety case in consultation with rig and shore-based management.
- Participate in safety and pollution prevention training as assigned by the OIM.

#### Personnel

- Meets the training requirements as per the applicable training matrix.
- Mentor, develop and train crew members to ensure they are competent to work at their next job level.
- Ensure that all subordinates have the necessary skills and experience to fulfil their assigned tasks in a safe and efficient manner.
- Ensure all maintenance personnel receive an annual performance evaluation. Recommend promotion or disciplinary action up to and including discharge.
- Supervise and guide crew members in their On the Job Training (OJT) program.
- Ensure company's drug and alcohol policy is strictly enforced.
- Maintain discipline onboard and ensure compliance with company disciplinary procedures.
- Prepare annual performance appraisal for all subordinates. Recommend promotions and disciplinary action up to and including discharge.

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