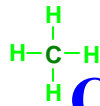
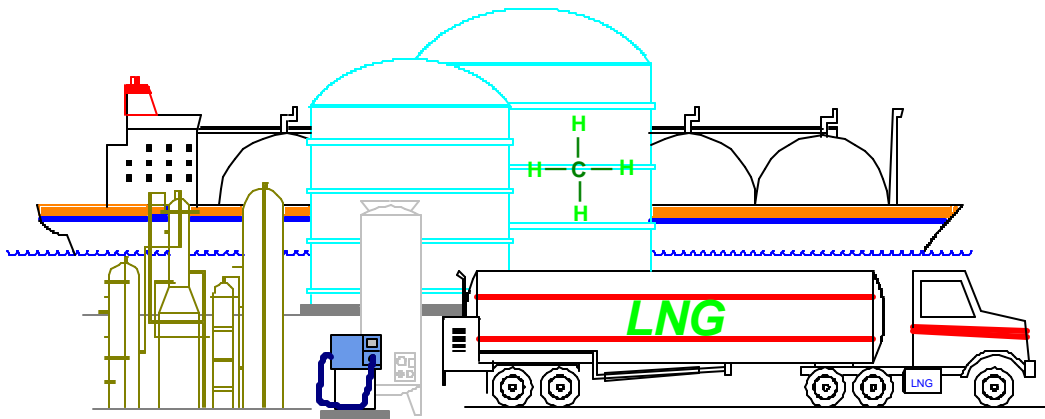




## Typical LNG Import Facility Organization Structure - Basic Job Descriptions

Prepared by ~



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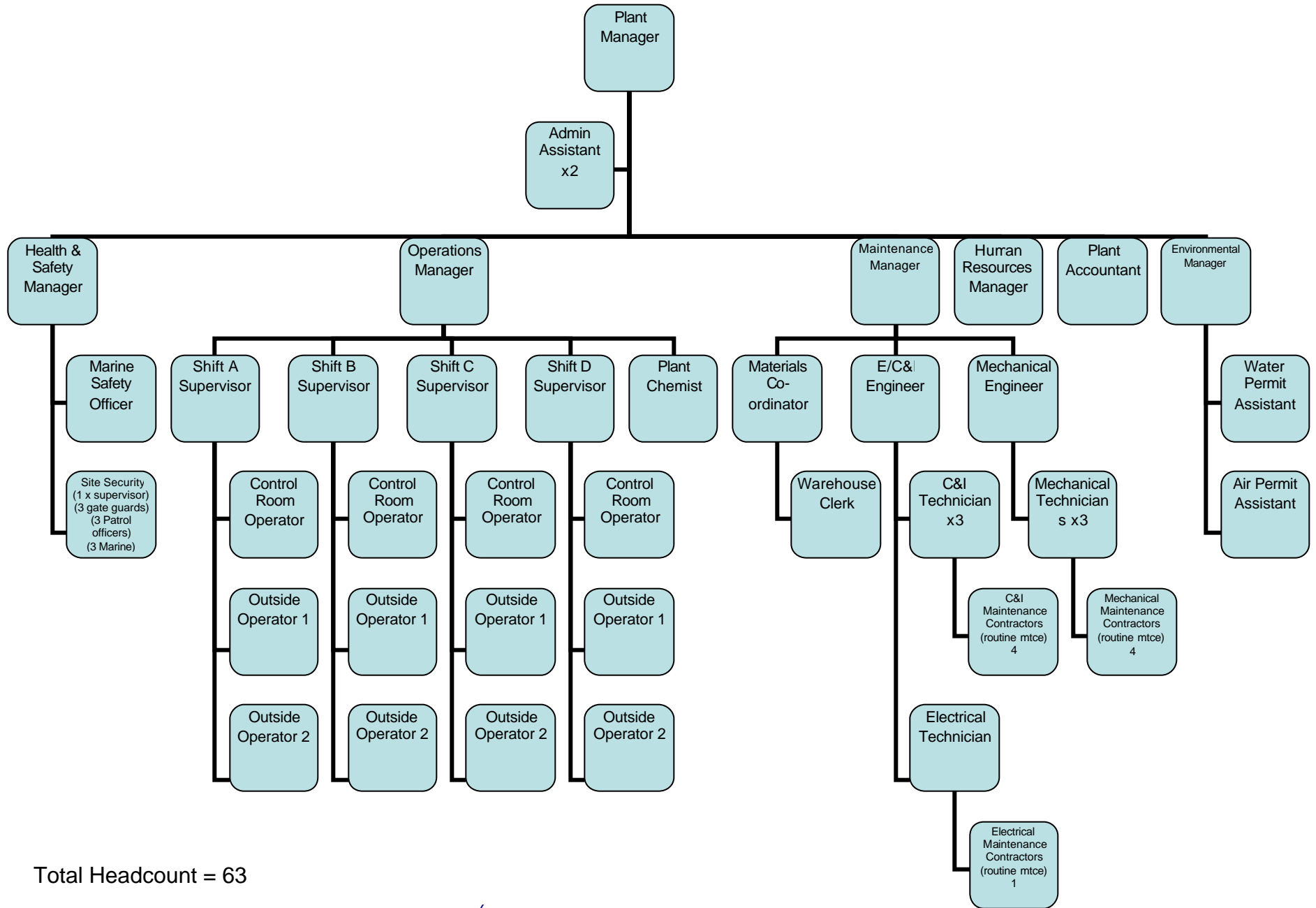
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# ORGANIZATION STRUCTURE



Total Headcount = 63

# **1 PLANT MANAGER**

## **1.1 Objective**

Responsible for the management, operation, engineering/maintenance and administration of the facility.

## **1.2 Major Duties**

- Manage, direct, and lead the operation, maintenance and administration teams to meet the requirements of project agreements, federal, state and local permits, regulations and legislation.
- Maintain the interface with federal, state and local agencies and counter-parties to principal contracts and operating permits.
- Ensure compliance with federal, state and local regulations and current legislation regarding environmental, safety, health and personnel issues.
- Administer and monitor facility contracts and permits.
- Produce annual commercial and operating business plans for the facility, which will include budgets and manpower schedules to ensure that plant objectives are met.
- Participate in civic, neighborhood industrial and government activities to promote good public and business relationships.
- Ensure the engineering and maintenance well-being of the plant to maintain the asset.

## **1.3 Position Requirements**

At least ten years experience in a senior management role in a high technology process plant, or similar industrial complex.

Degree in engineering, business management or equivalent.

## **2 ADMINISTRATIVE ASSISTANT**

### **2.1 Objective**

Provide confidential, professional secretarial service to the facility management team.

### **2.2 Major Duties**

- Provide a personal confidential service to the management team.
- Arrange travel for the facility management team as required.
- Coordinate and arrange site meetings/conferences, public relations and social activities.
- Provide general secretarial and administrative services such as filing, typing and reception duties.

### **2.3 Position Requirements**

Three years relevant experience providing administrative services for a management team.

Relevant secretarial and administrative qualifications.

### **3 HEALTH & SAFETY MANAGER**

#### **3.1 Objective**

Promote, train, advise and report on health and safety matters within the facility in accordance with federal, state and local health and safety policies and procedures.

#### **3.2 Major Duties**

- Develop and implement health and safety policies and procedures and develop training programs in accordance with such policies and procedures and also federal, state and local legislation, regulations and permits.
- Perform regulatory compliance requirements pursuant to designation as Facility Security Officer (FSO).
- Develop and implement health and safety policies and procedures for contractor interfaces.
- Maintain records of all health and safety and environmental related documents in accordance with applicable legislation, regulations and permits.
- Provide advice to the plant management team in direct support of safe plant operations and maintenance.
- Conduct periodic audits to monitor compliance with health and safety regulations, policies and procedures.
- Interface with local emergency personnel, health care professionals, vendors, other groups as it relates to health and safety of plant personnel.
- Develop, implement and manage annual health, safety and environmental budgets.
- Develop and manage site security policies, procedures and personnel.

#### **3.3 Position Requirements**

Seven to ten years experience working in a health and safety related role in large industrial complexes.

Minimum of an engineering/environmental degree.

## **4 MARINE SAFETY OFFICER**

### **4.1 Objective**

Represent the terminal in all marine operations and marine safety matters, and interface with and audit the crew and equipment onboard the LNG ship while alongside the terminal.

### **4.2 Major Duties**

- Maintain and update the marine aspects of the Terminal Operating Manual (USCG approval necessary).
- Communicate, review and vet all prospective LNG ships nominated by the suppliers.
- Regularly meet with the USCG, pilots, tug crews, and other local marine agencies and stakeholders to adopt, maintain and improve local requirements and practices.
- Remain informed and provide advice regarding implementation of rules/decisions regarding LNG ship transits, arrivals and departures.
- Witness all LNG ship berthing approach maneuvers and remain onboard the LNG ship while alongside the terminal.
- Conduct onboard safety inspections/audits, and complete the ship-shore safety checklist.
- Record a log of the LNG ship alongside time activities and delays, and review/approve any demurrage claims.
- Ensure that sufficient, proper marine emergency response resources are available and proper drills and training are undertaken.
- Coordinate marine activities with berth operations and maintenance teams.

### **4.3 Position Requirements**

Must hold a valid Master Mariner or Chief Engineer license and must have at least five years experience onboard oil tankers and/or gas carriers.

## **5 SITE SECURITY PERSONNEL**

### **5.1 Objective**

Provide site security services in accordance with the site security policies and procedures.

### **5.2 Major Duties**

- Provide dedicated site security services including guard house, roaming patrol of the Terminal and also Marine Facilities.
- Provide assistance during site emergency situations
- Monitor security systems and report on security breaches
- Provide advice to the Health and Safety Manager on security related matters

### **5.3 Position Requirements**

Five to ten years experience working in a security related industry and possessing necessary credentials required by local, state and federal policy and code.

## **6 ENVIRONMENTAL MANAGER**

### **6.1 Objective**

Promote, train, advise and report on environmental matters within the facility in accordance with federal, state and local environmental policies and procedures.

### **6.2 Major Duties**

- Develop and implement environmental policies, procedures and monitoring programs.
- Develop training programs in accordance with such policies and procedures and also federal, state and local legislation, regulations and permits.
- Develop and implement environmental policies, procedures and monitoring programs for contractor interfaces.
- Maintain records of all environmental related documents in accordance with applicable legislation, regulations and permits.
- Provide support to the plant management team regarding environmental practices and statutory regulations.
- Conduct periodic audits to monitor compliance with environmental regulations, policies and procedures.
- Develop, implement and manage annual environmental budgets.

### **6.3 Position Requirements**

Five to ten years experience working in a environmental related role in large industrial complexes.

Minimum of an environmental science degree.

## **7 ENVIRONMENTAL ASSISTANT – WATER/LAND**

### **7.1 Objective**

Maintain compliance with site policies and procedures related to relevant water and land related permits.

### **7.2 Major Duties**

- Conduct necessary sampling and routine checks in accordance with site policies, procedures, and relevant monitoring programs.
- Draft routine compliance reports for Environmental Manager in accordance with local site policies, procedures and relevant monitoring programs.
- .
- Maintain records of all environmental related documents in accordance with applicable site policies, procedures and relevant monitoring programs.
- .
- Provide support to the plant management team regarding environmental practices and statutory regulations.
- Assist Environmental Manager when conducting periodic audits to monitor compliance with environmental regulations, policies and procedures.

### **7.3 Position Requirements**

Two to five years experience working in a environmental related role in industrial complexes.

Minimum of an environmental science degree or technical school training.

## **8 ENVIRONMENTAL ASSISTANT – AIR QUALITY**

### **8.1 Objective**

Maintain compliance with site policies and procedures related to relevant air quality permits.

### **8.2 Major Duties**

- Conduct necessary sampling and routine checks in accordance with site policies, procedures and air monitoring programs.
- Draft routine compliance reports for Environmental Manager in accordance with local site policies, procedures and air monitoring programs.
- Maintain records of all environmental related documents in accordance with applicable site policies, procedures and air monitoring programs.
- Provide support to the plant management team regarding environmental practices and statutory regulations.
- Assist Environmental Manager when conducting periodic audits to monitor compliance with environmental regulations, policies and procedures.

### **8.3 Position Requirements**

Two to five years experience working in an environmental-related role in industrial complexes.

Minimum of an environmental engineering/science degree or technical school training.

## **9 OPERATIONS MANAGER**

### **9.1 Objective**

Responsible for the development of a safe and efficient operating program for the facility and directs the operations team to ensure the key operating objectives are met in accordance with the operating budget and plan.

### **9.2 Major Duties**

- Recruit personnel for the key posts within the operations department and organize and direct the operations team.
- Provide guidelines to Shift Supervisors for the continuing training of the personnel within their team and develop appropriate training programs.
- Develop and manage operating budgets and personnel schedules.
- Develop and implement operating policies and procedures and monitor their use.
- Monitor the adherence to health, safety and environmental policies and procedures.
- Be conversant with all relevant legislation and permit requirements related to environment, safety and personnel and use this knowledge to ensure the operations team responds to situations in the appropriate manner.
- Maintain an awareness of the facility's relationship with state and local agencies, federal agencies and the local community and ensure that good relationships are maintained.

### **9.3 Position Requirements**

Five to ten years experience in process related industries.

An engineering degree.

## **10 MAINTENANCE MANAGER**

### **10.1 Objective**

Responsible for developing the maintenance management system for the facility and for ensuring the maintenance program is adhered to in accordance with the maintenance plan and budget.

### **10.2 Major Duties**

- Recruit personnel for the key posts within the maintenance department and organize and direct the maintenance team.
- Provide guidelines to maintenance engineers for the continuing training of the personnel within their team and develop appropriate training programs.
- Develop and implement the maintenance management system, including maintenance management policies and procedures.
- Develop and implement preventative, predictive and corrective maintenance procedures as well as work planning and coordination policies and procedures.
- Develop and manage annual maintenance plans and budgets.
- Verify that maintenance activities are performed in compliance with applicable safety standards.
- Develop technical and commercial terms for maintenance contracts in accordance with maintenance plans. This will include long term maintenance contracts with major original equipment manufacturers.
- Ensure that the maintenance team remains updated on current technologies.

### **10.3 Position Requirements:**

A minimum of five years experience in a similar position in a process plant or similar industrial facility. Display extensive maintenance experience for rotating equipment, such as pumps and compressors, pressure vessels and other applicable ancillary equipment.

Degree in engineering, and/or equivalent experience.

## **11 HUMAN RESOURCE MANAGER**

### **11.1 Objective**

Responsible for developing and administering the human resource management program.

### **11.2 Major Duties**

- Develop human resource management policies and procedures.
- Monitor the implementation of human resource policies and procedures.
- Develop and manage the human resource budget, which will include salary reviews.
- Take part in the selection of all staff in conjunction with the management team.
- Manage the provision of payroll, sickness, welfare and all other personnel requirements under the terms of contract of employment.

### **11.3 Position Requirements**

Five years experience in human resource management and administration, preferably in industrial, process or manufacturing sectors.

Degree in human resource management or similar training.

## **12 PLANT ACCOUNTANT**

### **12.1 Objective**

Establish the accounting function in accordance with accepted accounting principals and procedures.

### **12.2 Major Duties**

- Develop, implement and monitor accounting policies and procedures.
- Arrange for warehouse inventory stock checks.
- Develop accounting reports.
- Develop annual budget management policies and procedures.
- Assist in the development of annual budget plans.

### **12.3 Position Requirements**

Certified Professional Accountant with at least five years experience in a similar position.

## **13 SHIFT SUPERVISOR**

### **13.1 Objective**

Responsible for the safe, efficient operation of the facility, implementing operations plans, and auditing their application to optimize facility operation in line with project performance criteria.

### **13.2 Major Duties**

- Plan operational activities in the facility and instruct the Operations Technicians accordingly.
- Provide training guidelines to Operator Technicians and review their performance.
- Update the operating and safety procedures and contribute to developing and implementation of the training programs.
- Contribute to the development of budgets and be responsible for their implementation.
- Supervise Operator Technicians on an assigned shift to provide maximum operating efficiency to meet customer demand.
- Implement operating plans to fully utilize the operating capabilities of the plant and maximize revenue.
- Plan and direct daily work activities for the assigned shift. Assist the Operations Manager with planning of overall activities of the plant.
- Coordinate shift activities with maintenance teams, whilst maintaining good communications with all plant staff during the respective shift period.
- Contribute to maintaining good relationships with the surrounding community with the help of the shift team.

### **13.3 Position Requirements**

A minimum of ten years operational experience in an industrial process environment.

Degree in process engineering (or equivalent) and/or suitable experience.

## **14 OPERATOR TECHNICIANS**

### **14.1 Objective**

Provide safe and efficient operation of the plant on an assigned shift in compliance with operating, safety and environmental procedures.

### **14.2 Major Duties**

- Operate, monitor, inspect and control all plant parameters.
- Provide start-up or shut-down services and participate in simulated emergency shut-down of plant equipment periodically to prevent damage and to assure efficiency of operations.
- Monitor the operation of the plant to ensure maximum efficiency and minimized downtime of plant equipment.
- Advises Shift Supervisor of maintenance defects.
- Provide on the job training and coaching to less experienced technicians as required.

### **14.3 Position Requirements**

Minimum of five years similar experience in a process plant.

## **15 PLANT CHEMIST**

### **15.1 Objective**

Responsible for fuel and water chemistry, and for providing recommendations to the operations team to ensure compliance with contractual and equipment specifications, permit requirements, procedures, and quality control plans.

### **15.2 Major Duties**

- Perform LNG and natural gas analysis as required and monitor compliance with operating permit requirements, customer specifications and equipment specifications.
- Establish potable water quality assurance protocols as required by EPA, Department of Health (DOH) and relevant state agencies.
- Manage chemicals inventory. As part of this responsibility, the Chemist will establish a re-ordering procedure along with the warehouse clerk. The Chemist will also advise and assist the Health, Safety and Environmental Manager to develop procedures for the correct handling of chemicals on site including storage, transportation, and usage. The Chemist will also assist the Health, Safety and Environmental Manager to develop procedures for the correct disposal of waste chemicals and contaminated containers.
- Develop sampling procedures which will form the basis for quality control plans. Such quality control plans will include the periodic review of all procedures to ensure that these procedures meet the needs of the plant efficiently and effectively.
- Verify plant waste water analysis certification as per relevant regulations.
- Provide training on sampling procedures and analysis to plant personnel as needed.
- Monitor laboratory chemical products and equipment to assure a continuous laboratory operation, and coordinate the calibration of laboratory instruments by third parties.
- Develop contingency plans for use by the operations team in “out of specification” situations. Such plans will also include corrective actions.

- Develop and maintain a database of all analysis results in accordance with contractual requirements, permit requirements, equipment specifications, local procedures and quality control plans.

### **15.3 Position Requirements**

Three years or more of relevant laboratory experience and good analytical, organizational, technical, communication and interpersonal skills, computer literate, and knowledge of fuel sampling, water processes, waste water treatment and waste material characterization.

B.S. in Chemistry or Chemical Engineering.

## **16 MATERIALS COORDINATOR**

### **16.1 Objective**

Responsible for establishing policies and procedures for establishing minimum warehouse stock levels in accordance with the operations and maintenance requirements for the facility.

### **16.2 Major Duties**

Develop and implement an effective warehouse stock control system to meet the day-to-day operational needs of the facility.

Develop and implement warehouse management policies and procedures that are interfaced with plant accounting and maintenance management policies and procedures.

Work closely with operating and maintenance teams when planning for upcoming major maintenance activities.

### **16.3 Qualifications:**

Three years experience in purchase and supply as a materials coordinator.

Experience in the use of Computerized Maintenance Management Systems.

## **17 ELECTRICAL, CONTROL & INSTRUMENTATIONENGINEER**

### **17.1 Objective**

Perform critical analysis of electrical, control and instrumentation (EC&I) systems and equipment, highlighting anomalies and propose improvements and modifications. Provide technical support needed for the economic management of the plant.

### **17.2 Major Duties**

- Understand, use and develop the computerized maintenance system and promote its use. Implement and monitor the work planning and coordination system.
- Assist the Maintenance Manager to prepare and manage any contracts for plant maintenance.
- Ensure maintenance subcontractors utilize up-to-date technologies.
- Is prepared to learn new skills and to keep abreast of technical developments in the industry.
- Manage spare parts list interfacing with the Warehouse. Prepare lists of materials and components not normally held in the Warehouse for future scheduled maintenance.
- Monitor actual expenditures against the available budgets and give suggestions for the preparation of future budgets.
- Assist Maintenance Manager to identify critical points and suggest modifications to extend equipment life and reduce maintenance costs.
- Work with the Maintenance Manager to optimize the proper functioning of the equipment.
- Coordinate maintenance activities with the shift teams and maintain communications with them during day-to-day plant operations.

### **17.3 Position Requirements**

Minimum of five years experience in an engineering position in a process plant or industrial complex.

Degree in an appropriate engineering discipline.

## **18 MECHANICAL ENGINEER**

### **18.1 Objective**

Perform critical analysis of machines and equipment, highlighting anomalies and propose improvements and modifications. Provide technical support needed for the economic management of the plant.

### **18.2 Major Duties**

- Understand, use and develop the computerized maintenance system and promote its use. Implement and monitor the work planning and coordination system.
- Assist the Maintenance Manager to prepare and manage any contracts for plant maintenance.
- Ensure maintenance subcontractors utilize up-to-date technologies.
- Is prepared to learn new skills and to keep abreast of technical developments in the industry.
- Manage spare parts list interfacing with the Warehouse. Prepare lists of materials and components not normally held in the Warehouse for future scheduled maintenance.
- Monitor actual expenditures against the available budgets and give suggestions for the preparation of future budgets.
- Assist Maintenance Manager to identify critical points and suggest modifications to extend equipment life and reduce maintenance costs.
- Work with the Maintenance Manager to optimize the proper functioning of the machinery.
- Coordinate maintenance activities with the shift teams and maintain communications with them during day-to-day plant operations.

### **18.3 Position Requirements**

Minimum of five years experience in an engineering position in a process plant or industrial complex.

Degree in an appropriate engineering discipline.

## **19 WAREHOUSE CLERK**

### **19.1 Objective**

Responsible for the day-to-day operation of the site warehouse facilities and stock control system. The management of goods received and goods distributed or returned is a key feature of this role, working in close liaison with the materials coordinator.

### **19.2 Key Duties**

- The effective use of the computerized maintenance management system to stock and locate spare parts within the warehouse.
- Receive, record and stock items within the warehouse.
- Locate and distribute warehouse stock items in accordance with the warehouse and inventory control policies and procedures.

### **Qualifications:**

At least three years previous experience in similar positions with experience using Computerized Maintenance Management Systems.

## **20 CONTROL & INSTRUMENTATION TECHNICIAN**

### **20.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the E/C&I Engineer.

### **20.2 Major Duties**

- Ensure the optimum use of the computer maintenance management system and conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Planning and coordination of day-to-day work and project work. This will include the management of contract resources and ensuring that approved subcontractors perform their allocated work properly.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.
- Work in conjunction with the shift teams to maximize availability and efficiency of the facility.

### **20.3 Position Requirements**

Must hold an appropriate trade certificate.

## **21 C&I MAINTENANCE CONTRACTORS**

### **21.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the C&I Technicians.

### **21.2 Major Duties**

- Conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.

### **21.3 Position Requirements**

Must hold appropriate trade certificates.

## **22 ELECTRICAL TECHNICIAN**

### **22.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the E/C&I Engineer.

### **22.2 Major Duties**

- Ensure the optimum use of the computer maintenance management system and conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Planning and coordination of day-to-day work and project work. This will include the management of contract resources and ensuring that approved subcontractors perform their allocated work properly.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.
- Work in conjunction with the shift teams to maximize availability and efficiency of the facility.

### **22.3 Position Requirements**

Must hold an appropriate trade certificate.

## **23 ELECTRICAL MAINTENANCE CONTRACTOR**

### **23.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the Electrical Technician.

### **23.2 Major Duties**

- Conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.

### **23.3 Position Requirements**

Must hold an appropriate trade certificate.

## **24 MECHANICAL TECHNICIANS**

### **24.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the Mechanical Engineer.

### **24.2 Major Duties**

- Ensure the optimum use of the computer maintenance management system and conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Planning and coordination of day-to-day work and project work. This will include the management of contract resources and ensuring that approved subcontractors perform their allocated work properly.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.
- Work in conjunction with the shift teams to maximize availability and efficiency of the facility.

### **24.3 Position Requirements**

Must hold appropriate trade certificates.

## **25 MECHANICAL MAINTENANCE CONTRACTORS**

### **25.1 Objective**

Carry out all preventative, predictive and corrective maintenance as directed by the Mechanical Technicians.

### **25.2 Major Duties**

- Conduct preventative, predictive and corrective maintenance tasks in accordance with the maintenance program.
- Verify maintenance tools and equipment are in proper working order.
- Comply with all safety and environmental requirements.

### **25.3 Position Requirements**

Must hold appropriate trade certificates.