NZEC Management Limited

Job Description

Title:	Engineering and Maintenance Administrator
Reports to:	Engineering and Maintenance Manager
Location:	Level 2, 119-125 Devon Street East, New Plymouth
Internal Relationships:	All NZEC staff
External Relationships:	Contractors and clients

Purpose of New Zealand Energy Corp. (NZEC)

NZEC is focused on growing its production and cash flow through exploration and development success, with the objective of becoming a significant oil and natural gas producer in New Zealand. NZEC is also building strong industry relationships to ensure timely processing of its production and seamless access to domestic and international markets to optimize product pricing.

Purpose of Engineering and Maintenance Administrator Role

To provide administrative, planning and resource procurement assistance to the Engineering, Maintenance, and Operations groups.

Key Result Areas for this Position

The incumbent will be responsible for delivering on the key result areas for this role, which will be discussed and agreed as part of NZEC's performance management process. These include:

1. Computerised Maintenance System (CMS)

- Manage the work order process, ensuring correct coding and accurate data entry of information, including coordinating contractors/parts and timing of work.
- Issue and manage weekly forward plan of scheduled maintenance.
- Provide reports and information from CMS where requested by operations personnel/contractors.
- Manage the workflow from the initiation of work orders to matching of invoices, through to work completion and the entering of close-out information.
- Maintain the equipment database including the input of new entities and specification sheets, spares lists, entity changes and updates. Data input of new planned maintenance routines, standard jobs and procedures. Update the equipment run hours in the CMS to ensure proper timing of maintenance actions.
- Assist in the development of reporting from the CMS.
- Coordinate and monitor contractors and liaise with operations staff in performance of any remedial actions pertaining to pipelines, tanks, vessels and equipment inspections.
- Produce exception and breakdown work orders ensuring parts and materials are drawn from the warehouse, and coordinate contractors to commence work.
- Run the generation of the preventative maintenance work schedule in the CMS and generate the work orders for the coming period. Plan the work orders and forward to the appropriate contractors after consultation with site personnel.

2. Budget and Cost Control

- Assist with the development and monitoring of Engineering and Maintenance budgets.
- Assist with identifying opportunities for cost savings.

3. Document Control

- Manage the Engineering and Maintenance Management System controlled documents, including reviews, updates and distribution of hard copies.
- Produce and format documents as requested.
- Manage the review and update of management system procedures and internal audit processes.

4. Asset Integrity

- Maintain an easily retrievable records filing system for equipment inspections and maintenance reports.
- Maintain Operations department master drawing folders and electrical certification dossiers.
- Collate and produce accurate, timely quality reports for key performance indicator monitoring.
- Maintain the input of data to the plant change database, and produce and distribute the reports as required. Manage the plant change request document flow.
- Maintain the updating of the hard copy piping and instrument diagram, drawing folders and flow of updates to Plant and Platform.
- Assist with the planning and management of plant turnarounds to ensure ongoing certification and operability of the production equipment.

5. Safety and Contractor Management

- Participate fully in the Engineering and Operations Safety Team and assist with the production and monitoring of the Safety and Environment Plan.
- Assist with contractor safety monitoring, including site visits and observations.
- Schedule and organise contractor review meetings, including minuting and distribution of contractor review meeting minutes.
- Maintain contractor files and correspondence related to the various contracts.

Key Relationships

Internal

- Engineering and Maintenance Manager
- Plant and Field Superintendents
- Production Operators and Shift Supervisors
- Procurement/Purchasing Department
- Accounts Department
- External Contractors
- Inspection Bodies
- Health, Safety and Environment Advisor
- Environmental Officer

To be Successful in this Position

Experience, Knowledge and Skills

- Tertiary certificate/qualifications in a secretarial/commercial area.
- Knowledge and understanding of plant maintenance practices and procedures in a petrochemical environment.
- Sound data management and computing skills, including accurate data entry and proof reading of work.
- Broad knowledge of word processing, spreadsheet and graphics packages, with good layout and presentation skills.
- Good commercial acumen and an interest in understanding technical issues.

Personal Attributes and Organisational Competencies

- Business results focus
- Customer service orientation
- Excellent interpersonal, written, verbal and listening communication skills
- Shows good judgement
- Demonstrated ability to build effective relationships with people from diverse backgrounds
- Good networking skills
- Conscious of details while also seeing how work fits within the wider team
- Self-directed, shows initiative and an innovative approach
- Ability to work in a collaborative way
- Highly motivated as part of a team or individually
- Excellent time management skills
- Commitment to continued learning and personal development

I acknowledge receipt of and agree to the above job description

Signed ……

Witnessed
by Manager ……

Date …….