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JOB DETAIL

Ref. IO2052 - 11/28/2018

Maintenance Supervisor CST-144

Main job	Maintenance
Department	CST / Construction Department
Division	CST / Facilities, Logistics & Materials Division
Section	CST / FLM / Facilities Management Section
Job Family	Coordinating Technician
Application Deadline (MM/DD/YYYY)	01/10/2019
Grade	G5
Direct employment	Not required
Purpose	To coordinate and oversee the operation and maintenance of various ITER buildings, building services and site infrastructure by external contractors. To ensure that the operation and maintenance activities are performed and documented in accordance with existing safety rules, regulations and requirements.
Main duties / Responsibilities	<ul style="list-style-type: none">• Prepares, reviews and follows-up contracts that are relevant to the scope of this position and the Facilities Management Section;• Oversees the day-to-day operation and maintenance activities of buildings, building services, cranes, utility networks, etc. on the ITER site;• Reviews maintenance schedules and coordinates maintenance activities with other entities within ITER;• Checks maintenance reports and technical control reports submitted by external contractors for their accuracy and completeness;• Contributes to the establishment of surveillance plans for Protection Important Activities;• Contributes to the establishment of operation reports to be sent to the French authorities;• Takes part in committees and working groups relevant to the scope of this position and the Facilities Management Section• May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays;• Where applicable, implements the technical control of operation and maintenance activities considered as Protection Important Activities by virtue of nuclear safety regulations, as well as their propagation to the entire supply chain;• May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct.
Measures of effectiveness	<ul style="list-style-type: none">• Reports to the Facilities Management Section Leader;• In response to requests from the Director-General (DG) and/or the Construction Department (CST) Head, or proactively, informs the DG/ CST Head of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives. <ul style="list-style-type: none">• Successfully implements and monitors maintenance activities for ITER buildings, building services and site infrastructure;• Successfully manages interfaces with internal and external stakeholders;• Ensures the proper implementation of safety nuclear regulation and other safety standards applicable to the work;• Responsible for adherence to technical standards for stakeholder within their scope of activity.
Level of study	Bachelor or equivalent degree
Diploma	industrial maintenance, building services
Level of experience	At least 7 years
Technical experience/knowledge	<ul style="list-style-type: none">- The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.- At least 7 years' experience in the field of industrial or construction project maintenance including the

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management of small to medium projects;
 – Experience in planning and coordinating maintenance activities;
 – Experience in managing contracts in the fields of building maintenance;
 – Experience of implementing and drafting contract documents;
 – Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational level;
 – Excellent safety record on previous construction jobs;
 – Experience in project management and the use of modern management tools would be advantageous;
 – Experience in effective Quality Assurance management and implementation.

Project experience At least 5 years

Social skills Ability to work effectively in a multi-cultural environment
 Ability to work in a team and to promote team spirit

Specific skills MS Office standard (Word, Excel, PowerPoint, Outlook)
 SAP

General skills

- Ability to provide effective leadership to contractors and within small groups;
- Collaborate: Ability to dialogue with a wide variety of contributors and stakeholders;
- Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
- Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
- Manage Complexity: Ability to gather multiple and diverse sources of information to define problems accurately before moving to proposals;
- Instill trust: Ability to apply high standards of team mind-set, trust, excellence, loyalty and integrity.

Others – Good knowledge of SAP, Sharepoint or similar tool.

– Good knowledge of French would be an advantage.

Languages English (Fluent)
 French (Working)

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