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JOB DETAIL

Ref. IO2065 - 12/20/2018

Maintenance Mgmt Responsible Officer SCOD-008

Main job Maintenance

Department SCOD / Science & Operations Department

Division SCOD / Operations Division

Job Family Coordinating Engineer

**Application Deadline
(MM/DD/YYYY)** 02/03/2019

Grade P4

Direct employment Not required

Purpose To be responsible for developing and implementing a contract strategy for maintenance activities, including the coordination with the schedule of plants for tokamak operation.

Background information:

The Operations Division is responsible for commissioning, operation and maintenance of the ITER Tokamak and plant systems. This includes developing procedures and plans for inspection and maintenance, definition of an integrated maintenance plan, management of maintenance tasks and technical services and maintenance contracts. Planning and performance of maintenance must satisfy all regulatory and safety requirements.

Main duties / Responsibilities Develops and implements a contract strategy for the maintenance activities;
Prepares technical specifications for maintenance contracts and technical services, defines and coordinates necessary inputs from system and discipline specialists;
Supervise maintenance contracts and technical services, approves maintenance requests, reviews and accepts contract deliverables and certifies invoices correct;
Coordinates with contractors to ensure a proper delivery of maintenance services within the defined cost, quality and schedule;
Prepares budget plans and ensures cost management for maintenance works, establishes a preventative maintenance schedule, cost forecasts, and proposed recovery plans when necessary;
Monitors and analyses progress and ensures reporting against defined Key Performance Indicators to ensure timely progress and achievement of the overall schedule;
Ensures a coordinated planning and implementation of maintenance in safe conditions, managing interfaces with stakeholders accordingly;
Contributes on system review for maintenance plans and procedures to ensure they are compliant with ITER management, safety and quality procedures and integrates them into the overall maintenance plan, defining a strategy for prioritization of activities;
May be required to work outside normal working hours, including nights, weekends and public holidays;
Implements surveillance of Protection Important Activities, as well as their propagation to the supply chain;
Performs other duties in support of the project schedule;
Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Measures of effectiveness Reports to the Operations Division Head;
In response to requests from the Director-General and/or Science & Operations Department (SCOD) Head, or proactively, informs the DG/ SCOD 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.

Proposes and implements an effective maintenance contract strategy;
Proposes maintenance plans and schedules in liaison with the responsible officers for systems, acting as "trouble shooter";
Ensures that the availability of the systems is in line with the operations planning, budget and baseline schedule;
Monitors efficiently the award of technical services and maintenance contracts on schedule and ensuring good value for money;
Delivers accurate reports within the defined schedule;
Ensures that maintenance is performed safely, to the appropriate level of quality, in a timely manner and ensuring that regulatory and safety requirements are satisfied.

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Level of study	Master or equivalent degree
Diploma	Engineering
Level of experience	At least 10 years
Technical experience/knowledge	At least 10 years' of experience in the maintenance of technically complex systems in a large industrial, research or nuclear facility, including coordination experience; Demonstrated experience in high value maintenance contract management, budget planning and management; Knowledge and experience of maintenance of cryogenic, high vacuum, high voltage and/or high power Radio Frequency systems would be a strong advantage; Knowledge of nuclear and occupational safety rules and security aspects (access, radioprotection, dose limits, waste, etc.) would be an advantage; Experience in supervising/coordinating maintenance activities on-site; 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 degree.
General skills	Ability to dialogue with a wide variety of contributors and stakeholders; Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment; Ability to persist in the face of challenges to meet deadlines with high standards; Ability to gather multiple and diverse sources of information to define problems accurately before moving to proposals; Ability to apply high standards of team mind-set, trust, excellence, loyalty and integrity.
Others	Proficiency in a maintenance management software suite for the data management, planning, management of work orders, procurement of spares and consumables, report generation, etc. is required; Knowledge of SAP-PM and its use for maintenance management would be a strong advantage; Proficiency in office software suite for the efficient and effective communication, study & analysis, report generation, presentation, etc.; Overall understanding of configuration and information management systems utilized for the management and control of large scale industrial plant.
Languages	English (Fluent)

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