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JOB DETAIL

Ref. IO2083 - 2/27/2019

Maintenance Data Technician SCOD-086

Main job	System Administration
Department	SCOD / Science & Operations Department
Division	SCOD / Operations Division
Job Family	Technician - 3
Application Deadline (MM/DD/YYYY)	04/14/2019
Grade	G4
Direct employment	Not required
Purpose	<p>To support the Head of Operation Division in the management and processing of technical data related to the operations and maintenance of the ITER Tokamak and plant systems, including importing engineering data, performing data conversions in addition to defining and customising reports.</p> <p>Background information: The Operations Division is responsible for commissioning, operation and maintenance of the ITER Tokamak and plant systems. This includes the turnover of systems from engineering to operations, maintaining records of commissioning, operations, inspection and maintenance, reporting on system performance - including for condition based maintenance. Data management and keeping of records must satisfy all regulatory requirements.</p>
Main duties / Responsibilities	<p>Provides support to the Division Head in the management of technical and operational data related to commissioning, operations and maintenance; Ensures engineering data to be turned over is complete and compatible; Performs conversions when necessary to import into Intergraph SmartPlant for Owner Operators (operations data management) and SAP-PM (maintenance management) or similar programs dealing with operation or maintenance; Designs data entry screens and reports; Performs customisations and data extracts; Works with IT to develop and improve data management systems for operations and maintenances; Supports IO staff, and technical services and maintenance contractors in the use of IO systems and subsequently gathers feedback to improve these systems; Provides reports regarding the progress and results related to operations and maintenance which ensure timely progress and meeting of the overall schedule; May be requested to be part of any of the project/construction teams and to perform other duties in support of the project; May be required to work outside ITER Organization reference working hours, including nights, weekends and public holidays.</p> <p>Reports to the Operations Division Head; Interfaces with responsible officers of commissioning and operations and/or of maintenance management to support them in data management and reporting; Liaises with IT and acts as a key user in the development and improvement of software systems.</p>
Measures of effectiveness	<p>Proactively supports the completeness, accuracy and quality of data required for and produced during commissioning, operations and maintenance in liaison with the responsible officers; Provides efficient support to the management of the data by ensuring the continuous availability of the systems; Contributes to the development and customisation of IT systems so that data entry and reporting is efficient and accurate.</p>
Level of study	Bachelor or equivalent degree
Diploma	Technical field
Level of experience	At least 5 years
Technical experience/knowledge	<p>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; At least 5 years' technical experience in technical data management, data processing and the use of computer systems for maintenance management for a technically complex system in a large industrial, research or nuclear</p>

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facility;
Experience in supervising/coordinating teams responsible for maintenance activities would be an advantage.

General skills 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 understand problems accurately before moving to proposals;
Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.

Others Knowledge and experience of SAP-PM and/or Intergraph SmartPlant Owner Operators is required;
Extensive experience in a different but similar software and self-motivation to become familiar with these systems within a short time may be considered a reasonable substitute for knowledge of these systems;
Proficiency in office software suite
Overall understanding of the configuration and information management systems used in the management and control of large scale industrial plants.

Languages English (Fluent)

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