

<i>Title of job</i>	Assistant Electrical Maintenance Technician
<i>Reports to</i>	Head of Electrical Maintenance
<i>Direct reports</i>	
<i>Indirect reports</i>	Contractors
<i>Division / department</i>	Electrical Maintenance
<i>Location</i>	Mirfa International Power & Water Company (MIPCO), Mirfa, Abu Dhabi, United Arab Emirates
<i>Email:</i>	recruitment@mipco.ae

Purpose of the job:

To ensure plant electrical equipment is maintained to a standard that maximizes the reliability and availability of plant utilizing Work Instructions documented in the Maintenance Management System, OEM guidelines and under the instruction of the Technician or Head of Electrical Maintenance.

Scope of the job:

The Asst. Electrical Maintenance Technician is responsible implementing day to day electrical maintenance activity in accordance with OEM, best engineering practice and contractual agreements.

To work in a multicultural team of Maintenance Technicians and apply specialist electrical expertise to carry out fault investigations, defect and preventative maintenance, together with modifications on a range of plant.

To assist the Electrical Technicians in ensuring that all electrical equipment is well maintained and all notifications of planned and unplanned work are completed on time.

Accountabilities:

The Electrical Maintenance Technician key accountabilities encompass;

Health, Safety, Environmental & Quality Management:

- Ensure compliance to all relevant safety, quality and environmental management procedures and controls.
- Ensures a safe working environment for himself, his colleagues and contractors while working on any equipment
- Ensures that there is a Permit to Work for each job as necessitated by the safety rules and associated Procedures.
- Ensures all Method Statements Work Instruction and Procedures are followed by himself and Contractors while undertaking any work
- Performs the role of Acceptor through the application of the Company Safety Rules. Ensures effective adherence to the safety rules on a daily basis.
- Ensures that all appropriate tools are available to ensure work can be carried out safely on equipment on all jobs at the plant
- Points out any unsafe conditions to the Head of Electrical Maintenance or Shift Charge Engineer.

- Ensures that tools are in a safe and in good working order.

Governance:

- Compliance with all relevant applicable laws, Directives and project documents;
- Compliance with the appropriate corporate Policies and Procedures; and, Compliance with corporate internal controls.

Human Resources:

- Performs the role of Subject Matter Expert in specialized areas of the plant and delivers on job training to staff when necessary.
- Supports development of Emiratis within O&M;
- Participates in the performance management processes by agreeing and meeting objectives and targets.
- Participates in the plant Training and Qualification Program;

Maintenance:

- Implement electrical maintenance practices in accordance with OEM and international standards.
- Completes all Work Orders generated in CMMS as directed
- Ensures that maintenance of all electrical equipment is in accordance with OEM Manuals and best practices for the equipment
- Works to full potential and high quality of work
- Provide supervision to supporting maintenance staff and contractors to ensure the safe, reliable and efficient maintenance of the plant.
- Support development and implementation of maintenance procedures to cover all maintenance work performed.
- Supports the 24-hour operation by being regularly available for call-out at short notice.
- Completes any planned maintenance work within time and budget
- Assists others to make decisions, to resolve plant maintenance problems.

Outcome, Results and Key Performance Indicators:

- Work completion on time
- Completion of reports/record sheets
- Work quality to high standard.
- Full use of Maximo to the maximum potential of the system
- No repeated defects - plant availability and efficiency.
- Efficiency at work
- 24-hour accessibility
- Quality of records and reports

Dimensions of job:

- Daily communication of plant maintenance issues and defects with the Head of Electrical Maintenance and other team members
- Daily co-ordination and cooperation with the Operations and Maintenance teams for routine and emergency activities
- Daily communication with their own team (other Technicians), the Head of Electrical Maintenance and Contractors as necessary.
- Daily supervision and coordination with contract staff

Key relationships:

- Daily communications regarding plant maintenance and people issues with the Head of Electrical Maintenance and Team
- Daily co-ordination and cooperation with the Operations and Maintenance teams.
- Regular communications with the maintenance team regarding Health Safety and technical problems.
- Communication with Contractors
- External:
- Communicating with suppliers, contractors, equipment manufacturers and vendors

Knowledge and skills:

- Good electrical foundation and practical knowledge of how it applies to modern power plant and desalination plant processes.
- Practical experience of maintaining a wide range of rotating and static equipment gained through hands on experience and formal training
- Capable to ensure a safe working environment for himself and his colleagues while working on any equipment.
- Assumes ownership of plant electrical equipment and strives to keep them in the best possible condition.
- Ability to carry out maintenance activities on a range of major engineering components and systems in accordance with OEM Manuals for the equipment.
- Organizing spares, tools and equipment to carry out maintenance activities
- Performs troubleshooting activities as necessary to determine failure conditions and rectifies the defects found.
- Works with Plant Operations Personnel for resolving problems encountered with electrical equipment under the guidance of the Head of Electrical Maintenance.
- Be an active part of the maintenance team and help it to meet appropriate people and plant related performance measures
- Ability to carry out duties with minimum supervision
- Ability to work within a multi-cultural environment and with multi-disciplinary staff
- Practical knowledge of the safe isolation of plant.
- Knowledge of international health & safety working practices
- Computer literacy

- Good command of English Language

Experience:

- At least 5 years' experience working as Electrical Maintenance Technician or in a similar capacity preferably in a CCGT Power & Water Plant.

Qualifications:

- Engineering diploma or equivalent

Behavioral Capabilities:

- Committed to good health, safety and environmental management
- Has a foresight and drive to deliver continuous improvement.
- Good understanding of cultural differences that exist and ability to manage.
- Ability to be a strong team player;
- Ability to be able to think clearly and respond calmly in emergency situations;
- Ability to maintain high levels of focused drive and energy, setting personally challenging goals.
- Good organizational skills and ability to work under pressure.
- Good analytical and problem solving abilities
- Ability to work and interact with departments throughout the organization.
- Generates ideas and solutions to overcome problems and improve performance
- Promotes team working with colleagues to maximize performance