

Maintenance Coordinator

Greenergy is Britain's second largest private company and one of the UK's top road fuel suppliers, with sales, including duty, of nearly £15 billion. We sell around 200 million litres of fuel every week to customers including major oil companies and supermarkets. We are currently looking to recruit a Maintenance Co-ordinator.

This is a full time permanent position based in Plymouth and you will be reporting directly to the E & M Engineer.

PRIMARY PURPOSE OF ROLE

To support the E&M engineer and work with the Mechanical Trainer in the planning & co-ordination of all maintenance & engineering activity associated with the GPTF terminal, maintaining required levels of availability and reliability and meeting business and statutory requirements.

MAIN DUTIES

Planning, execution and recording of all daily & weekly maintenance activities ensuring performance and safety targets are maintained & compliance with all statutory, contractual, quality, legal & SHE standards.

Competent, authorised person completing & ensuring required statutory engineering & maintenance inspections are completed. Including planning & scheduling of inspections; organisation of personnel & equipment; all associated communications, data base management & paperwork. Positively working with all GPTF, and external personnel and contractors ensuring work is completed correctly, safely, within the agreed timeframe and minimising impact on terminal availability.

Safely and actively support GPTF planned & unplanned Outage work, including defects, co-ordinating and monitoring manpower and maintenance activities during plant outage periods & ensuring all engineering aspects are completed.

Produce and contribute to maintenance, budget, contract and planning management information reporting and all associated meetings.

Actively participate, contribute to and maintain accurate records, through Q4 (Maintenance Management System), of all relevant statutory inspections, audits, planned maintenance and improvement activities to ensure compliance.

Effectively manage assigned contracts, undertaking and providing appropriate contributions, primarily in the capacity of Nominated Engineer.

Manage purchase orders accordingly for spares, equipment and sub-contractors

Manage assigned maintenance projects and modifications, ensuring the management of change procedure is followed.

Undertake secondments to other sites, specialist projects and presentations to designated internal and external customers.

Be a point of contact on maintenance activities, providing high quality professional advice on relevant issues.

Positively represent GPTF Engineering & Maintenance works and services internally & externally as required, including at cross site/company forums.

Develop and maintain effective and supportive working relationships with other terminal engineering & personnel and across the Greenergy business.

Continually portray & develop the role & responsibilities of the GPTF Maintenance Co-ordinator.

As required, deputise for the E&M Engineer.

This list is not exhaustive and the undertaking of additional responsibilities may be required, dependent upon business need.

To apply for this role please submit a current CV along with a cover letter highlighting how you meet the competencies for the role and detailing your previous experience to deborah.rees@greenergy.com.

Your cover letter along with your CV will be used to assess your application, therefore applications without a covering letter will not be considered.

Please note, due to the volume of applications we regret to advise you that we are unable to respond to candidates who are not short listed for this role.

If you should have any queries regarding this position please call Debbie Rees 01827 302298

No Agencies.