

## Instrument Work Preparer

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Company: Petrofac

Location: Aberdeen

Category: other-general

**Petrofac is a leading international service provider to the energy industry, with a diverse client portfolio including many of the world's leading energy companies.**

We design, build, manage and maintain infrastructure for our clients. We recruit, reward, and develop our people based on merit regardless of race, nationality, religion, gender, age, sexual orientation, marital status or disability. We value our people and treat everyone who works for or with Petrofac fairly and without discrimination.

The world is re-thinking its energy supply and energy security needs; planning for a phased transition to alternative energy sources. We are here to help our clients meet these evolving energy needs.

This is an exciting time to join us on this journey.

We support flexible working requests and have adopted a hybrid approach for most of our office-based roles. We ask employees to be present in the office at least three days per week.

### **JOB TITLEINSTRUMENT WORK PREPARER**

#### **KEY RESPONSIBILITIES:**

Actively support a working culture based on respect for health, safety and environmental issues and maintenance of a high level of asset integrity.

Develop excellent working relationships with offshore and onshore maintenance and production departments, Instrument engineers and vendors as appropriate.

Participate as a member of the maintenance team in preparing all aspects from access,

execution, and closeout of scopes.

Provide technical input and support for the creation and updating of Instrument specific work orders within the Maximo work management system.

Develop workorder task lists within Maximo.

Develop control of work permits for Instrument scopes.

Co-ordinate with operations personnel for planned and corrective maintenance equipment.

Identify all materials required to undertake scopes.

Track material ordering and stage areas (Job in a bag) as required.

Maintain SD and W2W bookies board.

Maintain a clear overview of the date constraints continually to ensure work packs are ready for schedule.

Ensure all third party support performs in accordance with the contract deliverables and reports on progress.

Ensure all vendor reporting is completed and added to the Work order closeout.

Conduct offshore visits to ensure support and full understanding of scope execution.

The above is an outline of key duties and accountabilities, rather than an exclusive or exhaustive list of responsibilities. The post holder is expected to undertake any tasks which may reasonably be expected within the scope of the position.

The postholder is expected to adhere to the Golden Rules of Safety (transitioning to 'The 9 Lifesaving Rules in 2020) and the Petrofac Values.

### **ESSENTIAL QUALIFICATIONS AND SKILLS:**

Educated to BSc or equivalent standard.

Relevant offshore and onshore experience.

Experience of Proscient.

Experience of Maximo.

5 years post graduate minimum of Instrument and rotating equipment maintenance and control system interfaces.

Broad range of personal effectiveness and leadership skills, with the ability to facilitate and influence decisions within a team environment.

Additional Information

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