

Maintenance Planner

Job Title: Maintenance Planner	Area: UK BU
Manager: Site O&M Manager (TBC)	Department: Asset Management
Professional Category: G	Country: UK

General Description:

Reporting to the Operations & Maintenance Manager the Maintenance Planner is responsible for the planning, coordination and reporting of all operations and maintenance activities relating to OFTO assets, Balance of Plant Electrical Equipment, All civil and structural infrastructure (both onshore and offshore), Wind Turbine Generators, quayside facilities, and O&M base.

The Maintenance Planner will work closely with the Operations Manager and OFTO BoP Electrical Maintenance Manager.

Specific Responsibilities:

- Supporting the development of the annual BoP maintenance plan, and continual review.
- Working with the Operations Manager and OFTO BOP Electrical Maintenance Manager in the planning and coordination of electrical network outages and maintenance.
- Tracking of WTG Maintenance activities.
- Planning and reporting on the activities of all subcontractors executing scopes of inspection and maintenance activity.
- Prompt reporting and investigation of defects, and under performance.
- Maintain metrics and analyse data to assess maintenance performance against key performance indicators.
- Report on the Status of Maintenance as part of the O&M management team.
- Coordination with contractors, suppliers and manufacturers.
- Supporting the implementation of a Computerized Maintenance Management System (CMMS)
- Creation and maintenance of CMMS User guides.
- Creation and management of work order cards within the CMMS.
- Ensuring that teams have the correct tools and materials to conduct their work.
- Management of testing and inspection routines for specialist tools and Personal Protective Equipment.
- Responsible for the authoring, review, release and regular update of all Approved Written Procedures (AWP), along with Method Statements and Risk Assessments for operations and maintenance activities.
- Use and support the development of operation management systems and planning tools.
- Responsible for predicting resource requirements based on forecasted work activities.
- Responsible for forecasting and analysis of logistics costs, including CTV, Jack Up, Survey Vessels and any associated port fees.
- Supporting the identification and management of strategic spares.
- Support in risk management and continuous improvement processes.

Required Academic Skills:

- Minimum HNC in Marine/Electrical/Mechanical Engineering or Equivalent (NVQ L3/4 and Above).
- Evidence of extensive industry specific technical training.
- Primavera P6 training, or equivalent.
- IOSH Managing Safely / NEBOSH General Certificate.

Required Professional Experience:

- Experience as a planner from a similar position.
- Proficient user of an ERP system (maintenance planning tool)

Required Knowledge:

- Good knowledge of computerized maintenance management systems.
- Good knowledge of O&M planning tools.
- Good knowledge of Microsoft Office Applications.
- Knowledge of Electro Mechanical or WTG Safety Rules would be an advantage.

Other:

- Fluent English both verbal and written.
- Good team player with strong interpersonal skills.
- Exceptional communication skills.
- Intuitive understanding of complex technical and interrelated systems.
- Technical Reporting.
- Methodical approach to planning and organization.
- Full driving license.
- The role will primarily be based at Moray West Offshore Wind Farms Operations & Maintenance Centre located in Buckie, Morayshire. Travel to other locations may occasionally be required from time to time.