



JOB TITLE: Maintenance Manager

DEPARTMENT/DIVISION/ UNIT: Maintenance

Job Classification

LOCATION: Lagos

REPORTING RELATIONSHIPS:

• **Functionally Reports To:** Chief Operation Officer

• **Administratively Reports To:** Chief Operation Officer

WORKING RELATIONSHIPS:

• **Internal** All departments

• **External** Regulatory bodies etc

JOB OBJECTIVE/PURPOSE OF THE JOB

The ideal candidate will be responsible for ensuring the optimal functioning of equipment, managing maintenance staff, and implementing preventive maintenance strategies to enhance overall operational efficiency.

JOB DUTIES/ RESPONSIBILITIES/ACCOUNTABILITIES:

Equipment Oversight:

1. Oversee the maintenance and operation of machinery, ensuring they meet safety and performance standards.
2. Conduct regular inspections to identify potential issues and implement corrective actions.

Team Management:

1. Lead and supervise maintenance staff, providing guidance and support to ensure a cohesive and effective team.
2. Conduct training programs to enhance the skills of maintenance personnel.

Preventive Maintenance:

1. Develop and implement preventive maintenance schedules to minimize downtime and extend equipment lifespan.
2. Coordinate routine inspections and maintenance tasks to proactively address potential problems.

Troubleshooting:

1. Respond promptly to equipment breakdowns, diagnose issues, and implement timely and effective solutions.
2. Collaborate with relevant departments to address root causes and prevent recurring problems.

Process Optimization:

1. Identify opportunities for process improvements and implement measures to enhance efficiency and productivity.
2. Collaborate with engineering teams to optimize equipment performance.

Budgeting and Procurement

1. Manage the maintenance budget, ensuring cost-effectiveness in equipment repairs and replacements.
2. Coordinate with procurement to acquire necessary spare parts and materials.

Safety Compliance:

1. Ensure compliance with safety regulations and standards in all maintenance activities.
2. Implement and enforce safety protocols to minimize workplace hazards.

Documentation and Reporting:

1. Maintain accurate records of maintenance activities, including equipment history and repairs.
2. Generate regular reports on equipment performance, maintenance costs, and improvement initiatives.

JOB SPECIFICATIONS:

Education Qualification:

1. Bachelor's degree in Engineering or related field.
2. MSc/Meng/MBA is an added advantage

Professional Qualification:

1. **COREN**
2. Other relevant professional qualification(s) and membership

Experience

1. Proven experience (minimum 10 years) in maintenance & leadership roles within the oil and gas/engineering services industry.
2. Experience managing multiple vendors
3. Can effectively and efficiently handle both administrative and mechanical responsibilities
4. Proven experience as a maintenance manager or other managerial role
5. Experience in planning maintenance operations

KEY COMPETENCY REQUIREMENTS

1. Strong leadership and interpersonal skills.
In-depth knowledge of safety regulations and maintenance best practices.
1. Excellent problem-solving and decision-making abilities.
2. Working knowledge of facilities, machines and equipment
3. Ability to keep track of and report on activity
4. Extensive knowledge in a variety of mechanical systems
5. Ability to consistently maintain positive client relationships