



Job Description

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Job Title Maintenance Engineer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Purpose:

The Maintenance Engineer shall be responsible for leading the maintenance team, planning and executing all maintenance activities associated with the safe and efficient operations of the main depot, loading gantry and associated installations. The Maintenance Engineer shall be accountable for executing maintenance through robust planning, work preparation, scheduling, resource deployment and performance measurement while adhering to site and industry rules and regulations. The Maintenance Engineer is also responsible for managing and coordinating asset integrity, maintenance, inspection and testing activities to ensure the continued safe operations of the main depot, loading gantry and associated installations, company buildings, equipment and vehicles. And effectively manages maintenance budgets and expenditure ensuring value for money for all maintenance related purchases.

Responsibilities

1. Communicate directly with the relevant departments to coordinate maintenance and repair work in the installation.
2. Communicate directly with HSSE to ensure effective participation by the maintenance technicians in the implementation of HSSE policies and procedures.
3. Assist with planning and implementing installation improvements and expansions.
4. Conduct team performance reviews based on job descriptions to determine competency, knowledge, and contribution of the maintenance technicians.
5. Maintain and update operating and training manuals for the maintenance section.
6. Review the operation of depot equipment and systems constantly, to minimize unplanned downtime, anticipate and solve problems in a timely manner, and identify opportunities for improvement.
7. Establish and maintain a computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of depot equipment
8. Prepare reports, analyze data, and make recommendations for improving depot and gantry operations and solving maintenance-related problems.
9. Ensure maintenance technicians are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner.
10. Communicate regularly with all maintenance technicians, both individually and as a group, to ensure good two-way

communication concerning maintenance issues.

11. Track, analyze and improve key maintenance parameters such as asset utilization, maintenance cost, PM closure rates, downtime, etc.
12. Maintain and adhere to HSSEQ and company policies and procedures.
13. Ensure legal requirements and regulations relating to the maintenance department are met at all times.
14. Monitor the use and inventories of spare parts, maintenance supplies, and equipment and initiate re-ordering when necessary.
15. Create procedural manuals that explain how to do certain tasks.
16. Maintain records and files essential to maintenance management.
17. Prepare preventive maintenance plans that are aligned with the organization's maintenance goals.
18. Prepare procurement documentation for planned and ad-hoc works and services.
19. Identify and develop standard work routines and task lists.
20. Assist with work scheduling as needed.
21. Attend all other operations and safety meetings as assigned by the Line Manager.
22. Analyze work order feedback and execute follow-up actions.
23. Plan shutdown-related work.
24. Prepare budgeting, tracking, and analysis.
25. Perform any other related duties as may be assigned by the Line Manager.

Education & Qualifications

Know-how and experience required:

Bachelor Degree in Engineering (preferable Mechanical or Electrical). Certified Project Management professional / Certified Maintenance and Reliability Professional. Must be a registered professional engineer with the Engineers Registration Board

Requirements

Experience required

A minimum of 4 years working experience in a petroleum industry or manufacturing on a supervisory level, incorporating, operations and engineering, Proficient in using CMMS, MS project, AutoCAD and other relevant engineering and administrative software

Characteristics

Skills / Attributes:

1. Maintenance Procedures: Demonstrate the ability to develop maintenance procedures which entails a thorough list of steps that describes the way a maintenance task needs to be performed. It also acts as a documented standard that should be maintained when performing the task or job.
2. Continuous Improvement: Demonstrate Continuous improvement of services, and processes with the help of innovative ideas. It is an organized approach that helps an organization to find its weaknesses and improve them.
3. Preventive Maintenance: Demonstrate proficiency of Preventive maintenance of equipment by keeping track of their performance and efficiency in day to day operations.
4. Maintenance Task Management: Demonstrate proficiency of Scheduling and prioritizing daily maintenance activities, administered repair work order system and managed preventive maintenance tasks.
5. Maintenance Planning: Demonstrate proficiency Maintenance planning by tackling any issues that may arise in advance. One can achieve this by identifying and putting in place the tools needed and writing down the instructions to follow to complete the job.
6. CMMS and Computer Aided Planning Tools: Demonstrate proficiency in the organizations Computer Aided Maintenance Management System (DIMO-Maint or Equivalent and Microsoft Project (MS Project)

Reporting To

Operations Manager

Driving Licence

Not Required

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