



### Position Description

Job title: Maintenance Lead

Reporting to: Programme Manager

Location: Central Office, Wellington

The Maintenance Lead manages the planning of major maintenance work to ensure the safe, cost effective and compliant state of our terminal assets.

Collaboration is key, working closely with wider Asset Management team, Operations, Suppliers and Shareholders to mitigate risks, and ensure long term asset value for bp.

#### Key result areas and accountabilities

##### Long Term Asset Management

- Contributes to the development and continuous improvement of a documented transparent asset management framework and the strategy for all asset classes.
- Development and continuous improvement of an asset management plan with annual budgets with a rolling 15-year timeframe covering routine inspection and maintenance, asset life expectancy, equipment obsolescence, spares management, and advances in technology.
- Ensures NZOSL’s asset Performance Standards are kept current.

##### Short Term Asset Management (12 to 18-month horizon)

- Develop and implement project plans, including timeframes, milestones, resources, reporting, quality, and safety standards.
- Ensure compliance with all applicable standards and regulations, gaining agreement on scopes of work, standards, and budgets.
- Develop an annual inspection plan and budgets for managed tasks. Account for safety, regulatory compliance, operational, engineering project, and shareholder needs.
- Execute the annual inspection plan for allocated tasks. Ensure timely, safe, and efficient equipment inspection, assessment, repairs, certification, and return to service. Report any deviations pro-actively.
- Assess inspection reports for actions and execute actions as required based on criticality with a continuous focus on asset availability and whole-of-life strategy for the asset.
- For significant maintenance works that require sanction approval, or engineering design and certification, engage NZOSL Project Engineers to clearly define scopes, budgets, programme, seek sanction, and complete works.
- Prepare and/or approve Management of Change, Project Safety Reviews, Safety Plans, and Risk Assessments for both routine and non-routine maintenance works.
- Ensure any deferrals of critical maintenance are risk assessed and approved prior to their due date in accordance with NZOSL policy.
- Track overdue tasks through to completion or investigate and report reasons for deferral.
- Ensure any failures are investigated and learnings incorporated into maintenance systems and procedures.
- Ensure end of job closeouts and any associated actions are undertaken and completed.
- Manage NZOSL’s AS2885 Pipeline Management System and associated processes including the B4UDIG notification system.
- Manage and communicate monthly/quarterly outage plans with shareholders, NZOSL engineering and operations.

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**Budgeting, Cost Control and Reporting**

- Responsible for Major Maintenance budgets.
- Prepare contributes to approval process for “Major Maintenance” budgets.
- Ensure financial commitments are reflected in Dynamics 365 Business Central and KeyedIn Solutions. Verify claims and invoices and approve for payment.
- Monitor expenditure and ensure any deviations are reported.
- Ensure financial forecasts are continually updated to reflect latest information.
- Supply information required for the NZOSL dashboard, Board of Directors meeting reports, shareholder meetings, reviews, and regulatory compliance.
- Supply ad-hoc reports as required.

**Maintenance Standards and Systems**

- Ownership of MEX Computerised Maintenance Management Systems (MEX CMMS) for the business ensuring all data is accurate and timely, system processes are run, and system integrity is maintained. New functionality is implemented as appropriate.
- Provide MEX CMMS system support, training, and administration.
- Development new and update of existing maintenance standards and procedures to continually improve asset integrity, safety, efficiency, and cost.
- Ensures maintenance procedures and tasks are compliant with and completed in accordance with Major Hazard Facility, Safety Critical Element (SCE) and Performance Standard requirements.
- Reports on a suite of KPIs demonstrating compliance and a culture of continuous improvement.
- Input into SCE Independent Verification audits, outcomes and closeout of actions allocated to the Maintenance Supervisor.
- Compile and manage plant and equipment manuals via MEX CMMS.
- Ensure any maintenance related changes or modifications are reflected in emergency drawings, and other as-built drawings and records or certification documents.
- Ensure any changes to asset databases or shareholder records resulting from maintenance activities are always actioned and accurate.
- Ensure equipment certification is always current and Compliance Plan requirements are met.

**Procurement**

- Ensures warranty information on new equipment, coating and lining works is recorded.
- Procure long lead or critical spares from relevant suppliers.

**Relationship Management**

- Ensure maintenance activities between operations and asset management are clearly understood and agreed, in conjunction with the operations Terminal Assurance Lead.
- Develop and maintain effective relationships across NZOSL to ensure smooth and efficient delivery of outcomes.
- Develop and maintain effective relationships with key external stakeholders and contacts.
- Represent NZOSL interests in dealings with statutory authorities as required in the role of Maintenance Supervisor.
- Manage relationship with Industry for inspections and resulting works.
- Maintain and foster relationships with key suppliers and contractors.

**Health, Safety, Security and Environmental**

- Ensure the “zero harm” HSSE policy is applied consistently to all aspects of asset management work.

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- Ensure all incidents are reported and investigated in accordance with NZOSL policy.
- Compliance with HSSE, quality and engineering standards and legislative requirements for all aspects of major maintenance works.
- Safety first orientation, unwilling to compromise on safety. Monitors and reports on all aspects of HSSE.
- Contributes to safety meetings, where appropriate.

**Person Profile:**

- Knowledge, and experience in developing and implementing asset management strategies, plans, and procedures, operationally and or strategically.
- Demonstrated experience of managing end-to-end maintenance projects including leadership, monitoring, review and reporting.
- Sound problem solving skills with a solution outcome focus.
- Proven ability to manage multiple tasks and projects, identify and address issues while managing budgets and on time delivery.
- Excellent relationship management and interpersonal skills with the ability to influence people and outcomes.
- Proven experience working with safety maintenance/ management systems, and or related experience in a safety critical environment.
- Provide on-site technical and control of work expertise and input to ensure ongoing safe and reliable operations.
- Quality focused, takes pride in own work and contributing to success of business.
- Well-developed written and verbal communication skills, presentation standards.
- An ability to think strategically when problem solving and a track record of undertaking insightful, data-driven quantitative analysis.
- Flexibility to travel across New Zealand as needed.

The following would be an advantage:

- A previous focus on compliance, regulation, and risk in a high hazard environment.
- Training and qualifications in inspection and maintenance of tankage, or piping systems or equivalent industry experience would be advantageous, but equally an ability to understand when it is appropriate to engage internal or external resources.

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