



WORK PACK PREPARATOR

RESPONSIBILITIES

- This position prepares work packs detailing the tasks that must be carried out in sequence on the Brownfield Modification and Structural Repair Project.
- In defining the systems and limits, and system handover sequences are considered.
- Pre-planning the base work scope and a work breakdown structure, interacting with the strategic execution plan, from which work packs can be prepared. The work packs and job cards contain all that is needed to complete work that passes thorough testing and inspections for completion sign off.
- Responsible for the daily selection of both PM & Breakdown work orders for preparation following construction prioritisation guidelines
- Participate in Risk Assessment, Root Cause Analysis, Safety Operation Assessments
- Liaise with vendors, onshore support and supervisors to confirm dates and all requirements are all reflected where required in the work order
- Responsible for ensuring all Job Orders constraints are managed, prioritised, scheduled and delivered as per target dates
- Responsible for ensuring all constraints are managed in relation to rough scheduled dates and target finish dates
- Responsible for determining planned man hours & updating estimate man-hours columns
- Responsible for maintaining High Quality work orders to reflect real time work preparation status

QUALIFICATION AND EXPERIENCE

- Minimum of fifteen (15) years' experience in similar position.
- A core trade competence in either mechanical or construction disciplines
- Knowledge of methods, materials, tools and equipment in the brownfield repairs
- High skill in applying technical knowledge to determine equipment problems and identifying appropriate solutions in order to develop work packs
- Skill in reading, interpreting and applying information from files, drawings, catalogues, reports and manuals