

## Major Maintenance Preparer



BAC with significant experience or technical Bac+ 2 (production, line management, etc.)



As part of the Major Maintenance Coordination Unit, the Preparer is responsible for preparing technical files for the plant's major maintenance projects. He/she

- Orders and manages the contracts awarded to him/her in conjunction with the dedicated buyer;
- Ensures compliance with HSEQ standards and rules within his/her area of responsibility;
- Is involved in the management of spare parts;
- Integrates new equipment into the maintenance plan;
- Organises the work for which he/she is responsible in conjunction with the various parties involved (internal and external);
- May be required to be seconded to a sector to assist the maintenance teams;
- Provides support and technical expertise to all sectors of the plant.

Duties and responsibilities:

- Drawing up, managing and planning major maintenance work;
- Ensuring that work schedules are consistent with production stoppages;
- Working with production to organise the release of equipment for maintenance work;
- Ensuring that spare parts are available to carry out the work;
- Editing, modifying and improving service models, specifications and maintenance schedules;
- Monitoring and helping to improve the process for monitoring major maintenance projects;
- Act as a contracting authority for subcontracted maintenance services;
- Implementing and guaranteeing the entire process as subcontracting manager: specifications, purchase requests, site monitoring, acceptance of work, etc;
- Carrying out safety audits on maintenance services;
- Integrate maintenance on-call pools on the basis of these technical skills.



Solid experience in production or maintenance;  
Team management skills;  
Technical aptitude;  
Leadership, dynamism and commitment;  
Customer focus;  
Rigour and exemplarity;  
Discretion and confidentiality.