

Job Description

Position: MPU Equipment Support Coordinator

Location: North Slope

Duration of contract:: 11 months

Number of Positions: 2

Work Description

The Equipment Support Coordinator will be responsible for overseeing the day-to-day operations of the equipment maintenance and road & pad maintenance contractors. Provide field support to users, obtain and manage rental fleet, establish budgets both O & M and capital. Determine equipment needs, spec equipment, obtain bids, and purchase equipment. Work special projects as requested.

Responsibilities

The duties and responsibilities for this position include:
--

Fleet Maintenance

- Review all equipment major repairs (parts & Labor)
 - Dollar amount, Lt vehicles \$2000, HE \$5000
- Determine appropriate location for specific repairs (on site / off site). Review materials procurement.
- Review requests for additional manpower for temp/permanent with Forman. Review overtime requests
- Review invoices.
- Work with Forman on prioritizing special work activities.
- Oversee contractor performance, safety and environmental compliance.
- Oversee spare parts inventory

Road & Pad Maintenance

- Review/discuss requests for additional manpower temp/permanent with on site Foreman and AES mgt.
- Review material procurement requests.
- Review overtime requests
- Assist field fuelers with job planning / issues.
- Work strategy on issues e.g. road work, projects, equipment needs/issues.
- Work with Forman on special projects for planning & scheduling.
- Oversee contractor performance, safety and environmental compliance.

Other

- Coordinate the use of equipment fleet and other Ad- Hoc rental equipment.
- Define equipment needs for procurement, rental or long term lease.
- Work with COTU, KUTP, and Colville on bulk fuel issues/procurement.
- Coordinate with the Fleet Coordinator on equipment maintenance and contract issues, and other equipment issues to ensure MPU equipment operations are aligned with Infrastructure programs wherever appropriate.
- Assure costs are charged to appropriate cost centers for repairs, rentals, leases
- Coordinate with on site financial personnel on cost reports, and other cost allocations.
- Work with on site Financial Dept related to budgets, forecasts for O & M and capital AFEs’.
- Write equipment specifications, obtain bids and purchase equipment through Supply chain.

- AFE development for capital expenditures of light and heavy equipment.
- Serve on IMT team.
- Work special projects as directed.

Experience & Knowledge

Applicants must have the following qualifications.

- Excellent communication skills; written and verbal.
- Strong experience related to managing equipment fleets
- Strong analytical skills
- Work within a team player environment.
- Self starter, ability to work with minimal supervision
- Strong contract management and procurement background.
- North Slope experience a plus

Special Training or Skills

- Procurement experience
- Computer Skills (MS Office)
- Contract knowledge
- Extensive equipment background including Rental equipment.

Any Other Relevant Information

Local Candidates Preferred