QUALIFICATION REQUIREMENTS

Persons meeting the following requirements may be appointed to the position of Deputy Head of MMS:

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| **Education** | * Higher professional education (technical) |
| **Work experience** | * Minimum 3 years of professional experience |
| **Professional knowledge [[1]](#footnote-1)** | * Legislation, regulatory and other documents of the Republic of Kazakhstan related to the activities performed; * Methodological documents related to the job; * RoK labor legislation basics; * Health and safety, radiation safety, industrial hygiene and fire safety rules and standards; * Orders, decrees, rulings and other regulating, guiding and normative documents related to the activity of Mechanical Maintenance Department; * Civil defense and industrial safety rules and standards; * Subsoil and environmental protection regulation basics; * Regulatory and other statutory documents related to the activity of the department, such as process equipment operation regulations, sanitary standards and regulations, etc.; * Electrical safety rules; * Personnel management basics; * Ability to read and understand documentation related to equipment and drawings, including process flowcharts, diagrams and working drawings; * Development and preparation of a detailed budget for repair and maintenance of equipment, vehicle and mobile equipment fleet, cost reports, discrepancy reports; preparation of annual work plans and schedules; development of work scope and tender documentation packages for maintenance and repair contracts. * Supervision of timely performance of warranty obligations by contractors and suppliers. * Mechanical maintenance division equipment operation rules; * Repair work methods; standards, technical requirements and instructions for maintenance, repair, installation and testing of equipment; * Methodology of economic and operational planning; * Knowledge of domestic and international equipment maintenance experience; * Basics of economy, production, labor and management organization aspects; |
| **Additional knowledge** | * Experienced PC user, including use of computerized maintenance management systems and the MS Office package. Ability to accurately enter maintenance data, search spares and best maintenance practices on the Internet; * Experience in one of the technical spheres, such as mechanics, machine engineering, electrical engineering or instrumentation and control. Application of the experience and skills where required. * Excellent oral and written communication skills; |
| **Personal traits** | * Analytic thinking, ability to apply the methodological approach and summarize data; * Ability to easily adapt to changes. |

JOB RESPONSIBILITIES

1. For the purpose of performing main functions, Deputy Head of MMS is entrusted with the following job duties:

* Supervise proper equipment operation, good working order of all operating mechanical, electrical equipment, vehicles and mobile equipment, timely and quality maintenance and repair of vehicle fleet, mobile equipment and process equipment operated by the production sites of the Company;
* Organize and supervise repair and planned preventive maintenance of vehicles and process equipment of the Company;
* Prepare annual consumption budget for maintenance and major repair activities.
* Prepare and submit monthly, quarterly and annual cost reports on repair and maintenance activities.
* Maintain record of costs of maintenance and repair of vehicles and process equipment.
* Maintain record of effectiveness of all maintenance and repair contractors.
* Supervise appropriate maintenance of technical documentation of vehicles and equipment;
* Supervise activities of all maintenance and repair contractors.
* Prepare daily operational reports taking into account scheduled activities;
* Prepare weekly reports taking into account scheduled activities;
* Prepare monthly reports taking into account scheduled activities;
* Participate in Health and Safety Committee meetings;
* Participate in the development of safe work instructions for repair and maintenance tasks;
* Participate in incident/accident investigations;
* Participate in the development and promotion of any health, safety and environment initiatives;
* Ensure full compliance with all applicable standards and regulations, including laws related to maintenance management;
* Participate in the personnel efficiency review;
* Determine utilization coefficient of vehicles and equipment, including availability coefficient (mean time between failures, mean time to repair), and quality and reliability of works completed;
* Determine criteria for upgrading process equipment, including factors determining possible replacement of equipment and changes to the technology process.
* Participate in the development of historical and current maintenance databases.
* Participate in the development of lists of parts and spares;
* Participate in the development of work order forms in accordance with the operational needs of the mine;
* Maintain primary HR documentation, such as man-hours sheets, work schedules, etc.;
* Engage with adjacent structural units within their competence;
* Make sure subordinates comply with the health and safety, labor discipline, code of conduct regulations, policies and procedures of the Company.
* Perform individual assignments and tasks as required by immediate supervisor, General Director and other leaders of the Company, as well as those assigned during operational and production meetings;
* Render assistance in the remediation of equipment failures;

1. Professional knowledge assumes the listing of: international documents (for example, international quality standards, international financial reporting standards); statutory and regulatory legal acts of RK (for example, Labor Code, Tax Code); state rules and standards of RK; specifics of the position’s work processes; methodological materials, mechanisms, systems and requirements for performance of job duties; decrees, regulations, orders, methodological and regulatory materials of the Company; documents regulating the work of the department/structural unit/division. [↑](#footnote-ref-1)