



Turbine Transfers Ltd.

Position Title: Technical Support & Planned Maintenance Coordinator.

Responsible to: Engineering Director.

Scope and purpose of position: To contribute to the operational effectiveness of the Towing Company and Turbine Transfer vessels and ensure correct operation, maintenance and repair of associated machinery and equipment.

Duties and responsibilities:

1. Responsible to the engineering director to ensure the vessels receive the correct technical support to ensure the safe operation of the fleet.
2. Ensuring that the wind farm and towing vessels are ready for operational duties at all times.
3. Assist and work closely with all members of all the Turbine Transfers & Holyhead Towing team, in ensuring operational safety is maintained and necessary task carried out as per Health and Safety folder.
4. Responsible for ensuring operational planned maintenance of all plant and equipment is completed on time and to the required standard along with correct reporting and documentation.
5. Responsible for ensuring all defects are logged and reported using the appropriate system and are rectified in a timely manner and to a satisfactory standard.
6. Carry out tasks and work as requested by the Technical department.
7. Assist the crews in maintaining an accurate stores/equipment list for all the vessels.
8. Manage the data within the planned maintenance system, ensuring that all vessels dates are in date and docking repairs list compiled.
9. Develop and maintain future planned maintenance tasks and systems.
10. Liaising and co-ordinating with contractors to arrange boat visits for repairs and general maintenance tasks.
11. Dispatching spares, equipment and stores to vessels as required.

Health and Safety responsibilities: To participate with regular risk assessments and take reasonable action to avoid potential health and safety hazards. To ensure that you are aware of the Holyhead Towing/Turbine Transfers Safety Policy and Health and Safety manual, accident reporting procedures, fire drills and first aid facilities are maintained to the appropriate standards.