



# Lead CMMS Operator

**Job Type:** Full-time (Mon-Fri), Permanent  
**Location:** Aberdeen

## Details/duties:

- Lead CMMS team to ensure work is prioritised and completed as requested
- Creating reports of work backlog and compliance status
- Monitoring compliance, creating look back files for historical reporting
- Preparing and issuing monthly maintenance reports
- Populating CMMS files with changes or new project work
- Liaising with Maintenance Engineering Leads and Technical Authorities to manage the PMCR (Plan Maintenance change request) program
- Focal point for planned maintenance change requests
- Providing function support on the CMMS module
- Ensuring new equipment requests are in line with Cue standards and PBS governance documentation
- Coordinating updates, scheduling/development of maintenance plans, items and task lists within the CMMS
- Coordinate modifications/updates of data against schedule parameters, frequency's, functional locations, and work centres
- Involvement in backlog flushing workorders
- Filing workorders and general admin
- Any other duties as required by the Maintenance Manager or Senior Management

## Experience/Requirements:

- Proven work experience in similar experience within Oil & Gas industry
- Excellent knowledge of Computerised Maintenance Management Systems (SAP)
- Experience in documenting CMMS processes and practices
- Excel knowledge
- Organised, efficient, ability to prioritise tasks
- Interpersonal, verbal, and written communication skills
- Exceptional IT skills & database analysis

Should you wish to apply for the above role, please send a copy of your CV to:

[recruitmentpbs@pbs-offshore.com](mailto:recruitmentpbs@pbs-offshore.com)

Subject header: Lead CMMS Operator  
Closing date: 27th June 2022

[www.pbs-offshore.com](http://www.pbs-offshore.com)

