



Role: O & M Co-Ordinator (Water and Waste Water Treatment)

Required by: ASAP

Location: Cork/ Kerry

Duration: Permanent following 6-month probationary period or extension thereof

Salary: Competitive

Hours: 8.30am to 6pm. Out of hours phone/onsite support when required

Responsibilities:

- SCADA checks and reporting observed issues on live WTP/WwTP plants to the O&M Technicians & O&M Contracts Manager
- Client Monthly Status Reports
- Client Quarterly Payment Applications
- Quarterly reporting and attending Client LMC meetings
- Ownership and maintenance of the contract online shared drive folders
- Assist O&M Technicians/O&M Project Engineers with the WTP/WwTP Maintenance Planning and execution, including scheduling specialist trades as required.
- Ensuring all required Asset Maintenance tasks are completed as required.
- Procurement of site consumables/spares within contract budgets.
- Monitor and approve transactions and purchase order requisitions on SAP.
- Ensure the scheduling/implementation of HSQE/Process/Energy site audits is ongoing by relevant parties.
- Process the contract financial reports and review with O&M Contracts Manager.
- Manage and provide cover if required for contract operation staff monthly Rota and annual leave.
- Deliver upgrade projects when & where applicable.
- Documenting/Scheduling/Implementation of specific tasks/projects with O&M Technicians and Specialist Contractors.
- Review work completed by O&M Technicians / O&M Project Engineers.
- Ensure O&M Technicians / O&M Project Engineers have all relevant and necessary training required to perform their duties safely and efficiently.
- Contract Energy usage and improvement projects are to be managed and implemented while coordinating with the Energy team.
- Promote a positive Health & Safety culture within the Glan Agua O&M department and Glan Agua organization as a whole.