

Work Activity Coördinator

For a client in Zeeland, we are looking for a **Work Activity Coördinator**.

Job description

The Work Activity Coördinator ensures all work activities are carried out safely in an effective and efficient way. The WAC manages productivity of the team that performs the task and requires broadened technical skills in analytical/scientific methods or operational processes to perform a defined array of activities. The WAC may act as an informal resource for team members with less experience.

Responsibilities / Duties

- ✓ Reviews job packages and prepares to do the task.
- ✓ Assists in allocation of resources for resource leveraging.
- ✓ Initiates the work permit procedure.
- ✓ Reports the progress of the daily work to enable adjustments to the work schedule when needed.
Reviews work status with service providers and originators and adjusts schedule as required.
- ✓ Reassigns person scheduled to perform work to the next job, in the event the equipment is not prepared for maintenance on originally assigned job.
- ✓ Confirms that all scheduled job sequences, work and paperwork for the job have all been completed.
Closes the work order.
- ✓ Returns equipment to operations.
- ✓ Performs the role of shift procedure use focal point for maintenance activity.
- ✓ For Priority Work, serves as a planner and follows the planner responsibilities.
- ✓ Coaches crafts persons when completed procedures/checklists/equipment repair forms are not filled out correctly.
- ✓ Conducts field audits to assure procedures are being used according to the local Maintenance Procedure Use Policy.

Your qualifications

- ✓ Short-Cycle Tertiary Degree (i.e. Associate's Degree) plus maintenance, manufacturing or other related experience preferred. In lieu of degree, equivalent years of experience required.

Reference: 3138

Projectphase: Maintenance

Discipline: Mechanical

Position: Supervisor, Toezichthouder, Uitvoerder, Werkvoorbereider

Function level: Senior, Medior

Region: (NL) Zeeland

Education: MBO/TSO

Experience: 3-8 years, 8-15 years, 15+ years

Type of contract: Project

Posted at: 22-05-2024

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