

## Job Title: Facility Maintenance Coordinator IO1027

Requisition ID **3809** - Posted **29/03/2021** - (France, 13067 St Paul Lez Durance Cedex) - **Construction and Installation - New Posting**

The ITER Organization brings together people from all over the world to be part of a thrilling human adventure in southern France—building the ITER Tokamak. We require the best people in every domain.

We offer challenging full-time assignments in a wide range of areas and encourage applications from candidates with all levels of experience, from recent graduates to experienced professionals. Applications from under-represented ITER Members and from female candidates are strongly encouraged as the ITER Organization supports diversity and gender equality in the workplace.

Our working environment is truly multi-cultural, with 29 different nationalities represented among staff. The ITER Organization Code of Conduct gives guidance in matters of professional ethics to all staff and serves as a reference for the public with regards to the standards of conduct that third parties are entitled to expect when dealing with the ITER Organization.

The south of France is blessed with a very privileged living environment and a mild and sunny climate. The ITER Project is based in Saint Paul-lez-Durance, located between the southern Alps and the Mediterranean Sea—an area offering every conceivable sporting, leisure, and cultural opportunity.

To see why ITER is a great place to work, please look at this video

**Application deadline:** 09/05/2021

**Domain:** Construction

**Department:** Construction Management Office

**Section:** Site Management

**Job Family:** Organizational Support

**Job Role:** Functional Assistant - 3

**Job Grade:** G5

**Language requirements:** Fluent in English (written & spoken)

**Contract duration:** Up to 5 years

### **Purpose**

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As Facility Maintenance Coordinator, you will oversee preventive and corrective maintenance activities performed by external contractors, with a special focus on fabric maintenance (building external envelope and internal structures, including floors, partitions and doors) and ground maintenance (roads, parking areas, laydown areas and landscaping). You will also be in charge to plan and oversee alteration works.

### **Background**

The Site Management Section is in charge of the operation and maintenance of buildings, building services, overhead cranes and site infrastructure. As our scope is increasing with the completion of new buildings and plant facilities, we are looking for an experienced engineer to reinforce the team.

## Major Duties/Roles & Responsibilities

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- Ensures that maintenance is performed in accordance with technical requirements, schedule and budget;
- Reviews maintenance schedules and coordinates maintenance activities with other entities within ITER Organization (IO);
- Oversees maintenance activities and alteration works;
- Elaborates Key Performance Indicators to review maintenance reports and technical control reports submitted by external contractors for their accuracy and completeness;
- Manages procurement activities (from writing technical specifications till accepting deliverables) and related plans for adaptations and repairs that are necessary to comply with regulatory requirements;
- Takes part in committees and working groups relevant to the scope of this position and the Site Management Section;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Will be required to take part in the Site Management on-call duty service established outside normal working hours, including nights, weekends and public holidays.

## Measure of Effectiveness

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- Completes procurement activities in a timely manner within defined costs;
- Completes reporting activities in a timely manner and to a high level of quality;
- Ensures that Key Performance Indicators (KPI) of contractors show a positive trend;
- Ensures continuous compliance with regulatory requirements;
- Maintains up-to-date and accurate documentation, by applying and following up appropriate configuration management.

## Experience & Profile

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- **Professional Experience:**
  - At least 5 years' experience in the field of facilities management or building maintenance in an industrial environment.
- **Education:**
  - Master's degree or equivalent in the field of engineering, building maintenance or other relevant discipline;
  - The required education degree may be substituted by extensive professional experience involving similar work responsibilities and/or additional training certificates in relevant domains.
- **Language requirements:**
  - Fluent in English (written and spoken).
  - Knowledge of French would be advantageous to ensure French safety & security compliance.
- **Technical Competencies and demonstrated experience in:**
  - Planning and coordinating maintenance activities: defining scopes of work, duration, estimating cost, sequencing, risk and planning for change management;
  - Contract management: Define needs requirements, perform sourcing activities including drafting technical documents, and monitor contract delivery;
  - Using modern Project Management tools such as scheduling software, configuration management system, information collection and distribution system and KPI reporting system;

- French laws and regulations in the field of security and nuclear safety for facility management is a strong advantage;
  - Quality Assurance management and implementation: knowledge of requirements for international quality standards, methods, and practices.
  - **Behavioral Competencies:**
    - Collaborate: Ability to facilitate dialogue with a wide variety of contributors and stakeholders;
    - Communicate Effectively: Ability to adjust communication content and style to deliver messages to work effectively in a multi-cultural environment;
    - Drive results: Ability to persist in the face of challenges to meet deadlines with high standards;
    - Manage Complexity: Ability to analyze multiple and diverse sources of information to understand problems accurately before moving to proposals;
    - Instill trust: Ability to apply high standards of team mindset, trust, excellence, loyalty and integrity.
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***The following important information shall apply to all jobs at ITER Organization:***

- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, ITER Values (Trust; Loyalty; Integrity; Excellence; Team mind set; Diversity and Inclusiveness) and Code of Conduct;
- ITER Core technical competencies of 1) Nuclear Safety, environment, radioprotection and pressured equipment 2) Occupational Health, safety & security 3) Quality assurance processes. Knowledge of these competencies may be acquired through on-board training at basic understanding level for all ITER staff members;
- Implements the technical control of the Protection Important Activities, as well as their propagation to the entire supply chain;
- May be requested to work on beryllium-containing components. In this case, you will be required to follow the established ITER Beryllium Management Program for working safely with beryllium. Training and support will be provided by the ITER Organization;
- May be requested to be part of any of the project/construction teams and to perform other duties in support of the project;
- Informs the IO Director-General, Domain Head, or Department/Office Head of any important and urgent issues that cannot be handled by line management and that may jeopardize the achievement of the Project's objectives.