/Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	**Instrumentation & Electrical Team Lead**
Department:	Operations – Maintenance (I&E)
Status:	Permanent (Overtime)
Position reports to:	I&E Superintendent
Position co-ordinates:	Instrumentation and Electrical Technicians
Date Revised/Completed	October 2026

Job Summary:

Reporting to the Instrumentation and Electrical (I&E) Superintendent, the I&E Team Lead is accountable for supporting the availability and reliability of electrical, instrumentation and control equipment through the effective coordination and execution of I&E maintenance activities. The position has daily responsibility for I&E-related field activities from planning through execution and closeout, including work prioritization, resource utilization, work order management and scheduling, and provides input into budget planning, I&E projects and Operations initiatives. These activities are undertaken safely, reliably and cost-effectively to support plant performance and the Company's overall business objectives.

The incumbent will also provide support to PPGPL subsidiaries, affiliated companies and Business Development initiatives as required.

Dimensions:

The I&E Team Lead operates within the Instrumentation & Electrical Maintenance function and coordinates the daily work activities of Instrumentation and Electrical Technicians and contractors in support of the Company's I&E maintenance requirements. The availability, reliability and integrity of electrical, instrumentation and control equipment and associated plant infrastructure are key deliverables of the position in supporting the Company's existing and future operations.
The I&E Team Lead identifies and supports the implementation of new or improved methods, processes and technologies and provides feedback on their effectiveness. The position provides input into I&E Opex and Capex budgets, maintenance-related scopes of work, contractor activities and associated expenditure within approved work plans and budgets.
The position interfaces internally with Instrumentation and Electrical Technicians, supervisory personnel,

Superintendents and other relevant functions, and externally with contractors, equipment and material manufacturers (OEMs), suppliers, consultants and other industry personnel. The I&E Team Lead also participates in and, where assigned, leads cross-functional or multidisciplinary teams requiring I&E technical input.
The I&E Team Lead operates with direction and support from the I&E Superintendent. The execution of responsibilities is guided by approved work plans and budgets, established maintenance procedures and schedules, applicable standards and best practices, Company policies and procedures, and defined performance expectations.

Nature & Scope:

The I&E Team Lead operates within the Instrumentation & Electrical Maintenance function, providing maintenance and technical support services to support plant operations. The scope of work is driven by departmental work plans, preventive, corrective and condition-based maintenance requirements, scheduled and unscheduled outages and emergent maintenance requirements. The position supports the implementation of agreed maintenance strategies and systems to ensure that work is executed efficiently, safely and cost-effectively, with due consideration to quality, resource utilization and operational requirements.
The position works closely with Instrumentation and Electrical Technicians, the I&E Superintendent, Mechanical, Planning, Engineering, Processing and other relevant internal stakeholders, and interfaces externally with contractors, equipment and material manufacturers (OEMs), suppliers, consultants and other technical service providers.
The I&E Team Lead exercises technical judgement in coordinating and executing assigned electrical, instrumentation and control maintenance activities within approved work plans, budgets, maintenance procedures and schedules, applicable codes, standards and best practices, and Company policies and procedures. Higher-level, complex or significant technical and operational matters are referred to the I&E Superintendent, as appropriate.

Health, Safety and Environmental Responsibility:

Every employee has a personal responsibility to exercise reasonable care for their own safety and health and that of others who may be affected by their acts or omissions. Employees are required to comply with the Company's health, safety and environmental policies, procedures and safe work practices, and to actively support the maintenance of a positive safety culture. Further guidance is contained in PPGPL's Safety Manual.

Duties & Responsibilities:

1. I&E Maintenance & Reliability

I. Coordinate the implementation of electrical and instrumentation installation, maintenance, repairs, overhauls, upgrades and replacement activities.
II. Develop, assign and lead work teams in the execution of preventive and corrective electrical and instrumentation maintenance activities.
III. Plan, coordinate and lead major maintenance and turnaround activities, ensuring execution in accordance with approved schedules and budgets.
IV. Maintain and troubleshoot electrical and instrumentation systems and support Root Cause Failure Analyses (RCFAs), as required.
V. Monitor the effectiveness of I&E maintenance programmes and maintenance rework and recommend improvements to enhance equipment reliability and maintenance performance.

VI. Review plant equipment maintenance projections and schedules to support effective maintenance planning and execution.

2. Work Planning, Maintenance Systems & Performance Reporting

I. Review and prioritize Work Orders and work proactively with the Planning Department to evaluate, plan, schedule and close out maintenance activities, including active monitoring of Work Order backlogs.

II. Monitor and follow up on the effective use of the maintenance management system by I&E personnel.

III. Develop and prepare operational reports and logs relating to I&E maintenance activities and work performance, including support for KPIs, dashboards and other relevant reporting mechanisms that contribute to the Company's corporate scorecard.

IV. Use, maintain and support improvements to internal audit systems to promote compliance and data quality, including Contractor Evaluation Forms (CEFs), Permit to Work requirements, SSB, PHA recommendations, PHA audit recommendations and associated action items.

3. Workforce Coordination & Development

I. Coach, train and support the development of assigned personnel and provide input to the respective Superintendent on employee development and performance reviews, as required.

II. Support manpower planning to ensure appropriate staffing for assigned activities under normal and emergency operating conditions, including participation in rostered call-out duties as required to support plant operations.

4. Contractor & Cost Management

I. Supervise contract work and contract maintenance personnel to support the safe, timely and effective execution of assigned activities.

II. Assist in the development of I&E Opex and Capex budgets and implement cost-control practices consistent with Company policies.

III. Support the preparation of bid packages, bid analyses and contract award documentation for I&E projects, including creation of scope of works, evaluations, IOCs and applicable SCM requirements.

5. Technical Standards, Materials & Stakeholder Coordination

I. Ensure applicable technical standards, codes and best practices are applied in the execution of I&E field maintenance activities.

II. Review the specifications of materials for jobs assigned to technicians.

III. Coordinate with Warehouse personnel to support the availability of stock inventory, materials and spares required for scheduled and projected maintenance activities, including ensuring applicable picklists are completed and unused or returnable spares are returned to stock/inventory.

IV. Maintain effective communication and coordination with Mechanical, Planning, Engineering, Processing, Projects and other relevant stakeholders to support I&E maintenance requirements and plant objectives.

6. Collaboration & Organizational Support

I. Lead and/or participate in committees, cross-functional teams and special initiatives, as required, in accordance with team charters, assigned responsibilities and approved work plans.

II. Perform other job-related duties and assignments as directed by the I&E Superintendent.

Job Specifications:

Minimum Acceptable Academic Qualifications

A National Engineering Technician Diploma in Electrical/Electronic Engineering or related discipline or an equivalent Technicians Diploma from a recognized tertiary institution.

A Government Electrical Inspectorate Wireman's License will be considered an asset.

AND

Minimum Number of Years of Relevant Experience

A minimum of ten (10) years of relevant experience, in the oil and gas or processing or petrochemical industry and at least five (5) years in a team-lead capacity involving contractor management and/or field projects.

A Government Electrical Inspectorate Wireman's License will be considered an asset.

Specific Skills and Knowledge

- Extensive practical knowledge and experience in the troubleshooting, maintenance and repair of high and low voltage electrical, instrumentation and control equipment.
- Experience and training in inspection procedures, construction and safe work practices, including the installation and start-up of instrumentation and electrical systems.
- Sound knowledge of plant and workshop procedures and practices, including electronic and pneumatic test and measurement instruments.
- Working knowledge of planning and scheduling tools, CMMS, inventory control systems and contract administration.
- Knowledge of gas-processing operations, computer engineering, instrument engineering and measurement systems technologies.
- Proficiency in computer applications and control systems.
- Strong planning, organizational, analytical, interpersonal, communication and report-writing skills.
- Team coordination skills.

Disclaimer

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified"