Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	**Mechanical Team Lead**
Department:	Operations – Maintenance (Mechanical)
Status:	Permanent
Position reports to:	Mechanical Superintendent
Position co-ordinates:	Mechanical Technicians
Date Revised/Completed	October 2026

Job Summary

Reporting to the Mechanical Superintendent, the Mechanical Team Lead is accountable for supporting the availability and reliability of mechanical equipment and associated facilities through the effective coordination and execution of mechanical maintenance and facilities-related activities. The position has daily responsibility for Mechanical and facilities-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, Mechanical 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 Mechanical Team Lead operates within the Mechanical Maintenance function and coordinates the daily work activities of Mechanical Technicians, facilities personnel and contractors in support of the Company's mechanical maintenance and facilities requirements. Mechanical availability, reliability and integrity of the plant and associated infrastructure are key deliverables of the position in supporting the Company's existing and future operations.
The Mechanical 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 Mechanical Opex and Capex budgets, maintenance and facilities-related scopes of work, contractor activities and associated expenditure within approved work plans and budgets.
The position interfaces internally with Mechanical Technicians, supervisory personnel, Superintendents and other relevant functions, and externally with contractors, equipment and material manufacturers (OEMs), suppliers, consultants and other industry personnel. The Mechanical Team Lead also participates

in and, where assigned, leads cross-functional or multidisciplinary teams requiring Mechanical and facilities-related technical input.
The Mechanical Team Lead operates with direction and support from the Mechanical 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 Mechanical Team Lead operates within the Mechanical Maintenance function, providing maintenance, technical support, construction and facilities-related 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, facilities upkeep 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 Mechanical Technicians, the Mechanical Superintendent, I&E, 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 Mechanical Team Lead may also participate in and, where assigned, lead cross-functional or multidisciplinary teams and project activities requiring Mechanical and facilities-related technical input.
The Mechanical Team Lead exercises technical judgement in coordinating and executing assigned maintenance, construction and facilities-related 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 Mechanical 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. **Mechanical Maintenance, Facilities & Reliability**
    I. Coordinate the implementation of mechanical installation, maintenance, repairs, overhauls, upgrades and replacement activities.
    II. Develop, assign and lead work teams in the execution of preventive and corrective mechanical maintenance activities and facilities upkeep.
    III. Plan, coordinate and lead major maintenance and turnaround activities, ensuring execution in accordance with approved schedules and budgets.
    IV. Maintain and troubleshoot mechanical systems and support Root Cause Failure Analysis (RCFA), as required.

V. Monitor the effectiveness of mechanical 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 Mechanical personnel.
III. Develop and prepare operational reports and logs relating to Mechanical 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, investigations 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 Mechanical 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 Mechanical 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 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 I&E, Planning, Engineering, Processing, Projects and other relevant stakeholders to support Mechanical maintenance, facilities requirements and plant objectives.

6. **Facilities Maintenance**

   I. Coordinate and oversee facilities maintenance and upkeep activities, including landscaping, housekeeping, sewer treatment plant maintenance, garbage collection, drain cleaning, pressure washing, and the restoration and reinstatement of concrete and gravel areas.

7. **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.

Job Specifications:

Minimum Acceptable Academic Qualifications

A National Engineering Technician Diploma in Mechanical Engineering or related discipline; or an equivalent Technicians Diploma from a recognized tertiary institution.

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.

Specific Skills and Knowledge:

- Proficiency in computer applications, including Microsoft Word and Excel.
- Extensive practical knowledge and experience in troubleshooting, maintenance and repair of static and rotating mechanical equipment.
- Knowledge of inspection procedures, construction practices and safe work methods.
- Experience in the installation, testing and start-up of mechanical systems.
- Sound knowledge of plant and workshop procedures, practices and maintenance requirements.
- Theoretical knowledge and practical application of mechanical tools, equipment and measurement devices.
- Working knowledge of maintenance planning and scheduling tools, with strong oral communication and technical report-writing skills.
- Strong organizational, interpersonal and communication skills.
- Experience using computerized maintenance management systems (CMMS), inventory control systems and contract administration processes.
- Knowledge of gas-processing operations and associated mechanical equipment.
- Awareness of CBM activities (lubrication and vibration programmes, techniques and best practices.

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"