



ROLE PROFILE

PART A: GENERIC INFORMATION	
POSITION TITLE	O&M Supervisor – solar PV
COMPANY	BioTherm Energy (Pty) Ltd
DEPARTMENT	Asset Management
LOCATION / OFFICE	Aggeneys/Kokoonsies Solar PV Facility
CLOSING DATE:	03 January 2021

PART B: JOB DETAILS	
Purpose	
<p>Responsible for verifying that the onsite operations and maintenance function at Konkoonsies II/Aggeneys solar PV facilities are performed in accordance to the O&M Contract, best maintenance practices, the Environmental Social Management System (ESMS) and the Occupational Health and Safety Act.</p>	

Key Accountabilities	Key Activities
Planned maintenance activities	<ul style="list-style-type: none"> • Review the planned maintenance activities to ensure that enough emphasis is placed on predictive and condition based preventative maintenance. • Review the O&M Contractor's planned maintenance schedule to ensure that planned maintenance activities have the least impact on generation and facility performance. • Monitor that the planned maintenance activities occur in accordance with the planned maintenance schedule and in accordance to the O&M Manual, O&M best practices and environmental health and safety requirements. • Ensure that maintenance close out feedback is captured in the maintenance management system (time to execute the activity, spare parts, defects found, etc) by the O&M Contractor.

Key Accountabilities	Key Activities
Breakdown maintenance activities	<ul style="list-style-type: none"> • Review the scheduling of breakdown maintenance activities to ensure that the activities have the least impact on generation and facility performance • Monitor that breakdown maintenance activities are performed promptly within the required time lines set out in the O&M Contract and in accordance to the O&M Manual and environmental health and safety requirements. • Ensure that defect close out feedback is captured in the maintenance management system (cause, remedy, time to execute the activity, spare parts used, etc) by the O&M Contractor. • Assit the O&M Contractor with fault finding after plant breakdowns and trips • Monitor plant SCADA paying particular attention to Iradiance and Forecast vs Actual Production • Provide input into Root Cause Analyses
Inventory management	<ul style="list-style-type: none"> • Review the O&M Contractor's inventory management processes to ensure that there are no stock-outs that will cause unnecessary downtime. • Perform regular stock audits to ensure that contractual stock levels are being maintained.
HSE Management	<ul style="list-style-type: none"> • Monitoring the HSE aspects by liaising with the project HSE team to identify HSE risks and addressing these risks with the O&M Contractor from a contractual and legislative perspective. • Perform activity risk analysis to guide maintenance technicians to work safer and to prevent injuries to employees. • Perform regular HSE audits to ensure compliance with the OHSAct and EMPr.
Reporting	<ul style="list-style-type: none"> • Verify that the all maintenance activities are logged into the computerised maintenance management system. (CMMS). • Record and report on all breakdown maintenance and Eskom planned and unplanned outages. • Understand Eskom reporting requirements in order to alert the O&M Contractor and BioTherm of potential required reporting to occur after site incidents or plant trips. • Verify that all environmental health and safety incidents are recorded in the incident register. • Verify that all community grievances are reported to the company CPO and in accordance to the grievance procedure. • Assist with the compilation of the monthly lender/shareholder report • Verification of Eskom Invoices
Facilitate	<ul style="list-style-type: none"> • Eskom site visits • Government site visits • Third party consultant, lender and investor site visits
Coordinate	<ul style="list-style-type: none"> • Coorinate company H&S Officer, Environmental Monitor, ED/SED coordinator, CPO and general worker site activitie.
PART C: POSITION SPECIFIC REQUIREMENTS	

Key Accountabilities	Key Activities
<p>Internal Communication Maintenance Director Contracts Manager and Administrator Performance and Engineering Director and Engineers CPO Environmental Supervisor Health and Safety Supervisor</p>	<p>External Communication O&M Contractor Eskom Distribution – Northern Cape Third party consultants and government officials visiting the site</p>
<p>Qualifications National Diploma (T3,N6) in mechanical / electrical engineering</p>	<p>Experience</p> <ul style="list-style-type: none"> • 3 - 5 years of experience in the electrical generation industry, preferably in renewable energy. • Previous experience in operation and maintenance of renewable power plants are advisable. Previous solar plant experience will be an advantage

Person Specification (knowledge, skills and attributes)	
Behavioural Competencies / Performance Drivers	Technical Competencies / Professional Expertise
<ul style="list-style-type: none"> • Analytical Thinking • Attention to detail • Interactive communication • Problem Solving 	<ul style="list-style-type: none"> • Planning and organising • Proficient in Microsoft Office particularly with Excel • ORHVS Certification • PPA knowledge would be an advantage • Experience with SCADA