

Maintenance Coordinator Job Description & Basic Job Responsibilities

*This document explains the basic responsibilities of the **Maintenance Coordinator** role for Downhole Chemical Solutions*

General Requirements

- Willingness to travel at least 25% of the time
- Strong attention to detail and ability to multi-task
- Self-motivated, able to work autonomously alongside field personnel, mechanics, & engineers

Schedule & Structure

- Schedule:
 - Monday - Friday standard operating hours, with occasional weekend call/work based on activity
 - The Maintenance Coordinator will be based out of the 110 Carlile facility in Marshall, TX, though occasional travel will be required to the field and other operating facilities
 - Must live locally (or plan to relocate prior to job start) and provide own housing
 - Approximately one trip (2-5 days long) to other basins per month
- Reports to Engineering Manager – Assets & Equipment (Jacob Deshotels)
- Time off Requests & Expectations:
 - All time off requests require approval from Jacob. Management is required to communicate with the employee within 48 hrs of the request, to either approve, decline, or request more information.
 - **Minimum of 1 weeks' notice is required prior to approval of time off requests.**

Training Program

- Week 1 & 2: Tour of facilities and orientation with Engineering Manager
 - Spend a few days on a job site to learn and observe how DCS assets operate
 - Spend a few days with the mechanics and maintenance team
- Week 3: Time spent in Lafayette with engineers & the Remote Operations Center (ROC), getting to know the asset base & general requirements, as well as logistics training for maintenance rotations

Normal Responsibilities & Expectations

1. Maintenance Facility coordination
 - Work closely with ROC, Field Asset Coordinator, and Maintenance Technician on rotation of all DCS assets through the maintenance facility
 - Determine regular scheduling for asset rotations

- Aid the Asset Coord and Maintenance Tech in efforts of standardization, RM repairs, inspections, audits, upgrades, decal replacements, cleaning, and field preparation
 - Prep maintenance tech for schedule of incoming assets (parts ordering, timing, list of repairs to be done, shop preparation)
 - Assist maintenance tech and mechanics as needed for heavy workloads, repairs, and maintenance
 - Hands-on involvement with repairs and maintenance when not busy planning
 - Keep facility clean and organized
 - Including shop space, offices, and yard
 - Asset organization and parking in the yard
 - Ensuring there are clearly defined areas in all yards for out-of-service assets, and have them properly marked/locked out for safety
 - Regular cleaning out of frac tanks (work with ROC to coordinate)
 - Regular communication with Director of Facilities on facility needs (trash, cleaning, garage doors, crane, AC, plumbing, cutting grass, etc)
 - Routine walks around the yard to check on asset health and yard cleanliness
2. Inventory management
- End of month inventory counts of all mechanic parts in Marshall
 - Facilitate counts in other basins (either remotely by coordinating with the other engineers/mechanics, or in person if happen to be traveling there)
 - Review inventory counts and low level alarming with Engineering Manager, then follow into purchase requests
 - Stay on top of all purchases and deliveries, ensuring that they have been delivered to appropriate basins and received by the right people, and then correctly logged in inventory
 - Facilitate the movement and distribution of parts between basins
3. Daily mechanic team support
- Parts ordering and restocking on tools/equipment (up to certain dollar amount)
 - Addressing any needs with service trucks, tools, or equipment
 - Handling day-to-day needs of the team
 - Parts running as needed
 - Constant communication between mechanics and Engineering Manager
4. Work Order & Routine Maintenance organization
- Number 1 goal is to ensure standardization and uniformity across the fleet and all basins
 - Review existing work orders with Engineering Manager and ROC to reassign, change priority, or add information as necessary
 - Follow up on work orders that need to be created or completed
 - Reassign RMs as necessary on weekly basis