

Workflow, Planning & Data Management Personnel

Limerick

About the Role:

Murphy Mainline, a joint venture between J Murphy & Sons Ltd. and Mainline Group are now seeking people for the Water & Waste Water Division, candidates with previous experience in planning of works, management of crew workload and reporting are invited to apply for immediate starts. The full time roles will be based in our Limerick office and may involve some travel throughout the South West and West regions.

These positions are mainly for our Workflow department and would require that individuals be highly motivated and comfortable working in a fast paced work environment. The successful candidates must possess problem solving skills along with a customer focussed approach, organisational and communication skills, and the highest level of professionalism.

Key Role & Responsibilities:

Workflow – Responsible for the day to day planning of works for a set number of site based resources including Surveyors and Installation crews, ensuring that the works are scheduled, dispatched, and closed out in an efficient manner with all data accurately recorded. General daily responsibilities consist of the following;

- Ensure that all information is accurately captured and processed as required by the contract.
- Maintain effective two-way communication with remote resources to ensure that work is correctly prioritised and executed.
- Become familiar with the noticing requirements of the contract.
- Undertake, as directed, communications and engagement with customers where necessary
- Navigate screens, modules/applications, Task lists, Searching & Querying.
- Associate the appropriate Job Plans to Work Orders to create Work Plans.
- Create, monitor and appraise Work Orders, Service Requests, Planning & Scheduling Data, including Completion and Closing Records Reports.
- Run daily reports, reporting to Work Flow Manager.
- Liaise with client in order to create and update crew information in relation to availability, locality and skills.
- Manage Work Orders from generation to close in real time.
- Manually update Work Orders in relation to Status in real time and retrospectively.
- Dispatch Work Orders to appropriate crews directly from Maximo.
- Extract Information from Maximo which is required for Surveying, Programming etc.
- Be familiar with the crew Hand Held Unit's in order to provide guidance to crew members and understand how work orders are presented.
- Make contact with crews each morning and confirm HHU's are receiving Work.
- Ensure that the crew are recording the necessary information and taking the required photographs.
- Ensure that the crew are regularly updating Work Order information to ensure Maximo and Click Scheduling are operating in real time.
- Be able to guide and advise crews, surveyors and supervisors in regards to raising Service Requests.

Qualifications – Required:

- Civil Engineering/Construction Management & Business Systems degree or equivalent
- Strong communication and interpersonal skills.

Technical – Essential:

- Highly Proficient in the use of MS Office tools, with an excellent knowledge of Word & Excel.
- Proficient written and verbal skills.
- Proficient Numerical ability to record, interpret and analyse data.

Skills

- Good communication skills, contribute positively to team environment.
- Ability to plan and execute work in an efficient manner.
- Must be punctual, diligent and effort driven.
- Proven ability to work in a self-directed and organised manner.
- Proven problem solving ability.
- Present appropriate corporate image in terms of dress, manners and courtesy.
- Prepared to work out of office hours and occasionally on weekends, as and when required.

Desirables:

- Experience in planning and or scheduling activities within a Utilities/Water/Civil Environment.
- Knowledge and experience in Microsoft Project would be an advantage, or similar scheduling tools.

About Murphy Mainline

Established in 1951 by John Murphy, J. Murphy & Sons Limited has grown into a leading global, multi-disciplined engineering and construction company with turnover of circa €1 billion. We provide a wide range of construction services to infrastructure sectors including rail, water, power and natural resources. Murphy directly employs more than 4,000 engineers, professional managers and skilled operatives across the world. We operate in the UK, Ireland, Canada, USA, Australia and the Middle East. For further information on John Murphy & Sons Ltd. please visit www.murphygroup.co.uk

Mainline Group is a Deloitte Best Managed Company and leading provider of Network Construction and Support Services within the Water, Telecom & Energy sectors. Working directly for Ireland's largest Utility Suppliers, Mainline's business is centred on the build, replacement, repair and maintenance of their utility network infrastructure. For further information on Mainline Group, please visit www.mainline.ie.

Position: Temporary/Contract

Remuneration: Competitive package



If you feel you meet the necessary criteria for this role, please send a comprehensive CV along with cover letter to sconroy@murphymainline.com