

Title

Mechanical & Hydraulic Subject Matter Expert (SME)



Job Summary

As the solution partner of Oil States Industries in Turkey, Mod Offshore provides a full range of services for the maintenance, repair, refurbishment, modification and recertification of surface and subsea equipment. In conjunction with our national and global network we offer tailor-made solutions through collaboration with our industry leading partners according to manufacturer standards and industry regulations.

Mod Offshore is also aiming to provide significant support to clients by proficiently assisting in the execution of engineering projects, and strategic asset management plans (AMP) for their offshore ventures.

As Mod Offshore, our priority and main motivation is to contribute to the nationalization of offshore operations and to become a service exporter with the experience we will gain in near future.

We are currently seeking a highly skilled **Mechanical & Hydraulic Subject Matter Expert (SME)** and a great team player to join our team. This role is responsible for the maintenance, operation, and optimization of all mechanical and hydraulic systems to ensure continuous functionality throughout the project lifecycle. This includes managing cranes, winches, jacking systems, hydraulic power units (HPUs), piping systems, pressure vessels, pumps, and compressors. Personnel will also conduct system diagnostics, preventive maintenance, and performance evaluations to enhance reliability, reduce mechanical failures, and support seamless offshore operations.

Requirements

- Promote and enforce adherence to safe work systems and practices to mitigate risks for personnel and contractors.
- Ensure full compliance with company policies, procedures, guidelines, industry practices and all applicable regulations and relevant legislation.
- Contribute to project goals and drive departmental objectives by actively participating in project meetings and delivering routine progress and status updates to the Project Support Specialists (project planner, document controller etc.)
- To develop detailed plans for equipment required as part of SPS maintenance.
- Work closely with planner to ensure that detailed plans prepared for SPS maintenance are recorded on Gantchartt.
- Assist the Project Manager in reviewing and correcting assets (drawings, manuals and certificates, etc.) within the PM Programme to ensure a complete inventory (STAR).
- Develop and maintain accurate asset identification and criticality assessments, supported by associated documentation for system components.
- Update and manage the work breakdown structure (WBS) to reflect all planned activities for the relevant discipline.
- Prepare both high-level and detailed scope of works (SOW) for activities for the relevant discipline, including inspection, maintenance, repair, implementation, modification and commissioning.
- Collaborate closely with cross-functional teams to avoid conflicts between operational activities and project schedules.

- Support budgeting and procurement processes by collaborating with the Supply-Chain Specialist.
- Generate and issue material and service requisitions with the necessary detailed technical specifications.
- Address quality and safety matters and escalate related issues promptly to the Quality, Health, Safety, and Environment (QHSE) Specialist.
- Manage engineering-related issues using technical queries and ensure timely resolution.
- Maintain comprehensive project reports in line with performance metrics, and organize project records, documentation, and certifications by assisting the Project Support Specialists with uploads into TP-OTC's computerized maintenance management system (CMMS).
- Review documentation, including original equipment manufacturers (OEM) product information bulletins (PIB), to ensure currency and accuracy.

Qualifications

- Minimum 15 years of experience in the Oil and Gas industry, with a strong preference for deep-water Mobile Offshore Drilling Unit (MODU) expertise. Drillship experience is desirable but not mandatory.
- Proven track record of participation in project planning, execution, or refit operations, with examples of completed projects provided upon application.
- Comprehensive understanding of Classification Society requirements, industry regulations, and HSE standards in the Oil and Gas sector.
- Current Offshore Fitness for Work certificate and valid BOSIET and HUET certification are mandatory.

COMPENSATION, BENEFITS and OTHER TERMS/CONDITIONS

A. Rotation Plan & Working Hours:

- The standard rotation schedule is 6 weeks on / 3 weeks off. Depending on project requirements and conditions, the off period may be extended up to one week and/or partially designated as remote work.
- The Personnel may also be requested to:
 - Work remotely during part of the off period (is not preferred but subject to mutual agreement and TP-OTC approval),
 - Convert off days to on days (subject to mutual agreement and TP-OTC approval),
 - Extend the work cycle beyond 6 weeks by adding working days before the off period (subject to agreement between the Personnel and the MOD, and approval by the TP-OTC).
- All rotation-related changes are subject to TP-OTC management approval.
- Standard working hours will be aligned with TP-OTC's request, and are generally expected as:
 - Onshore: 7 days a week, from 06:00 to 18:00 (including 1-hour lunch break), (~%80)
 - Offshore: 7 days a week, 12-hour shifts (including 1-hour lunch break). (~%20)
- Standard daily working hours for field (and remote, if applicable) are 12 hours/day.

B. Workplace Assignment & Offshore Duties

- Personnel will primarily perform their duties at the TP-OTC Head Office in Çaycuma downtown.

- When required, personnel may also be assigned to offshore locations (e.g., drill ships) as part of their responsibilities. Other possible work locations include TP-OTC Port, Headquarters, vessels, and OEM facilities, depending on project needs.
- No additional salary will be added to the payroll for offshore or other assignments under normal circumstances.
- However, if the proportion of offshore work increases significantly (e.g., exceeds 30% of the total working period in a cumulative basis), the terms and conditions may be revised accordingly, subject to mutual agreement.

C. Accommodation & Transportation

- Accommodation will be arranged and provided by MOD as furnished apartment in Çaycuma/Zonguldak.
- Lunch will be provided by MOD during working days.
- As the accommodation is expected to be located close to the project site, personnel are expected to commute to the working location on their own.

D. Travel Arrangements

- MOD will cover airfare expenses for each vacation period following the completion of a full work cycle (6W On + 3W Off).
- Flights and local transfers during rotation periods will be arranged and covered by MOD.

E. Salary & Payments

- Salaries will be paid in USD, in cash with the transfer of amount to the bank account that is opened in Turkey, and no later than the 10th of the following month.
- All applicable taxes and contributions, including personal income tax, social security premiums, stamp tax etc. will be covered by MOD.
- Per diem of 25 USD per working day will be provided for Expatriate to cover breakfast and dinner expenses and for the works that are conducted in office area and for the works that have 7 days/ 12 hours shifts. (not on the offshore project site)

F. Insurance & Benefits

- Private Health Insurance and Accident Insurance will be provided and covered under Company insurance for Expatriate.

G. Notice Period

- A trial period of 12 weeks will be applied to all personnel.
- After the completion of the trial period, as either party wishes to terminate the employment contract, a minimum notice period of 6 weeks must be provided in writing by the terminating party to the other side.

SCOPE OF WORK and SERVICES

A. Introduction

This Scope of Services defines the technical project management responsibilities and deliverables associated with the Offshore Upstream Asset & Process Development Projects.

Mod will be responsible for planning, coordinating and executing (if requested) the following types of activities, in line with TP-OTC expectations and project requirements:

- Special Periodical Surveys (SPS),
- Structural modification and upgrade works,
- Engineering, Procurement, Construction, and Commissioning (EPCC) activities, to support the maintenance and development of the TP-OTC's hydrocarbon exploration and production fleet.

B. Regulatory Compliance

Mod will ensure that all activities under this Agreement comply with local and international regulations, operational and industry standards. Mod also identify innovative approaches, conduct competitive analysis, and perform originality assessments to enhance Offshore Upstream Asset & Process Development methodologies.

C. Project Development

Mod will develop a systematic approach to the Project, incorporating advanced research methodologies, technological innovations, and process optimization techniques. The focus shall be on improving operational efficiency, and sustainability.

D. Health, Safety and Environmental (HSE) Compliance

Compliance strategies will be developed and executed in alignment with local and international HSE regulations to minimize environmental impact. Mod will integrate sustainability considerations into process development and asset management, ensuring environmentally responsible innovations.

E. Project Execution Plan and Timeline

Mod will develop a comprehensive Work Breakdown Structure (WBS) to facilitate Project execution. A structured scheduling approach using Gantt charts and progress reports will be employed to track survey milestones. Communication with Company representatives, original equipment manufacturers (OEMs), classification society surveyors and other stakeholders are expected to be maintained to ensure a streamlined execution process.

Mod will also oversee concept development, data collection, and integration of innovative approaches into asset and process management strategies.

F. Data Collection, Reporting, and Documentation

Mod will be responsible for preparing and submitting Project plans, technical progress reports, specialized assessments and regulatory documentation. Additionally, post-Project evaluation reports will be generated, providing recommendations for continuous improvement.

G. Deliverables

Mod will submit a detailed Project execution plan outlining the scope and approach. Weekly and final project progress reports shall be prepared to track milestones and identify potential issues.