



# Glacier Services, Inc.

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## Process Reporting Information and Data Entry Specialist (PRIDE)

### **Role:**

The Process Reporting Information and Data Entry (PRIDE) Specialist is the single point of accountability that resolves situations that are critical to on-going utilization of the PRIDE reliability tool and to the condition monitoring process. The PRIDE Specialist, a resource to area master users, provides PRIDE solutions in the development and maintenance of PRIDE. The PRIDE Specialist is also responsible for providing training, facilitating best practices, providing hardware/software support, and for ensuring the availability of system data through the system file management. The PRIDE Specialist is a conduit between all areas on site issues, concerns, and triumphs.

The PRIDE Specialist specifically provides services directly or indirectly to all areas and databases. Whether specifically stated or not stated in the Enduring Accountabilities, Hardware/Software Support, System File Management, Training, Continuous Improvement, Prudhoe Bay interface with PRIDE database and associated responsibilities.

**Scope** – The following items are included within this positions accountability

All BPXA databases – To include but not limited to

- F&G database
- Operations database
- CASIS database
- New (or expanded) databases that may be established.

BPXA PRIDE application / instance administrator

Primary BPXA interface to PRIDE vendor

### **Enduring Accountabilities:**

Identify/solve unit and system problems on a day-to-day and long term basis that require support beyond the master user level.

**Hardware/Software Support:**

PRIDE resource to quality action teams and meetings.

Identify, communicate, and implement major software improvements/modifications that affect responsible areas.

Manage large data transfers for major alarm changes and structural/organizational Modifications for responsible areas.

Communicate when LAN/software modifications or maintenance will contribute an outage to the PRIDE system.

Competence in Microsoft interface with PRIDE database.

Note: Hardware will primarily be maintained by another vendor, however this position will be the first line of troubleshooting and support, prior to escalation to the hardware vendor.

**System File Management:**

Optimize System Performance through the management of directories and files. Archival of files for future retrieval.

Manage authorization level assignments and security of the PRIDE system.

**Training:**

Master User and Operator training in the utilization of the PRIDE database, software and hardware.

Update training on major hardware/software revisions.

**Continuous Improvement:**

Identify, document and communicate best practices on a plant wide basis for responsible.

Support areas needs through sharing of templates and common trends/reports successfully utilized throughout all areas.

Development, management and facilitation of a Continuous Improvement (CI) designed to communicate common issues and challenges as well as promote information sharing between all areas.

Analyze PRIDE data to identify degradation of equipment or system operational anomalies. Supply trends and reports of the PRIDE analysis to the responsible areas management and engineering personnel.

The **System Administrator** is responsible to see that all of the daily information has been captured and processed successfully. The following tasks are basic duties that need to be performed on a routine basis:

- Review and trim the Pride Status file "Errorlog.txt".
- Ensure the Hand held & External system files are processed.
- Monitor the Pride database size and expand when necessary.
- Execute the Pride "Removal" application to optimize data retention.
- Maintain the accuracy of PRIDE routes and refresh route configuration files when necessary.
- Manage the configuration of the site with Area, Collection Point and Data Point definitions
- Manage processed external system files and archive when necessary.

- Serve as single point of accountability for PRIDE tool.
- Provide support to PRIDE Master Users.
- Develop, review and authorize PRIDE procedures and best practices in accordance with BP policies.
- Provide PRIDE training.
- Communicate shared learnings through internal BP channels.
- Specific accountabilities as requested by Reliability Maintenance leadership.
- Provide leadership support in determining strategic direction of the PRIDE Program.