

	<b>JOB DESCRIPTION QUALIFICATION</b>	Date	10-Oct-2011
		Revision	00
<b>JOB TITLE:</b> FOREMAN-CIVIL	<b>SKILL CODE:</b>	<b>CLASSIFICATION:</b> Supervisory	
<b>DEPARTMENT:</b> Construction	<b>REPORTS TO:</b> Civil Supervisor		
<b>JOB SUMMARY:</b> Supervises and leads crews/workers engaged in civil works aspects of construction.			
<b>PRIMARY DUTIES AND RESPONSIBILITIES:</b>			
<ol style="list-style-type: none"> <li>1. Leads and controls skilled labor and work crews engaged in all activities concerned with the civil works aspects of the project. Ability to optimize resources (manpower, equipment and materials) to ensure efficient and timely completion of the works. Able to demonstrate good organizational skills, following policies, procedures and work practices, and developing improvements where necessary.</li> <li>2. Ability to read, interpret and follow method statements and procedures. Competent in reading and understanding specifications, drawings, and all other discipline related project and engineering documentation. Keeps records of all work completed and completion of "Action Lists".</li> <li>3. Commands respect of his workforce, and develops excellent working relationships with all other department personnel as well as client management.</li> <li>4. Must be a good communicator. Able to give instructions in an efficient and effective way to his workforce. Liaises with other discipline foremen to ensure the optimum utilization of available work, with the overall objective of successful completion of the project.</li> <li>5. Leads and supervises workers engaged in the construction of buildings and other civil works and assists the Civil supervisor in the coordination and performance or related activities such as foundation laying, concrete forming, masonry and bricklaying, carpentry, plumbing, piping and ductwork, installation of electrical and mechanical equipment and systems, plastering and painting, etc.</li> <li>6. Ability to read and interpret blue-prints, including excavation dimensions, pipe and re-bar angles, concrete mixtures, location and placement of pipe sections, positioning and installation of windows, doors and other openings.</li> <li>7. Ensures that work crews are properly supplied with tools, equipment and materials. Prevents wastage and misuse of equipment, materials and tools. Supervises work crews to best utilize manpower and materials, exercises discipline at the work site to prevent absenteeism, unsafe work practices and idleness.</li> <li>8. Familiar with all Company safety and QA/QC procedures, regulations and strictly enforces them with the workforce under his responsibility.</li> <li>9. Identifies, formulates and implements "on-the-job" training programs for the workforce under his responsibility.</li> </ol>			
<b>SECONDARY DUTIES AND RESPONSIBILITIES:</b>			
<ol style="list-style-type: none"> <li>1. Complies with the highest level of safety during all stages of project execution to avoid any type of incidents and or accidents. Take reasonable care of own health and safety and that of others in the workplace.</li> <li>2. Complies with all statutory requirements connected with the implementation of project.</li> </ol>			
<b>WORK EXPERIENCE:</b>		<b>OTHER SKILLS AND COMPETENCIES:</b>	
Extensive familiarity with civil works with at least 5 years of experience as Foreman or Lead position.		Must have successfully become a master tradesman in Masonry, Plumbing, Carpentry, and Electrical or Plumbing field with good experience in all other trades.	
5 to 8 years experience in Oil and Gas		A dynamic leader of his workforce.	

<p>industry, preferably within Petrochemical plants.</p> <p>Middle East experience is considered essential.</p>	<p>Able to motivate others, with good communication and interpersonal skills. A creative thinker and very good organizer.</p> <p>Good command of English reading, writing and speaking.</p>	
<p><b>ACADEMIC EDUCATION:</b>                  Minimum High School Certificate plus certificate or diploma or equivalent professional qualification.</p>	<p><b>CERTIFICATIONS:</b></p>	<p><b>LICENSES:</b></p>
<p><b>TRAININGS:</b></p>	<p><b>WORK CONDITIONS:</b>                  Can work with less supervision and under pressure.</p> <p><b>OTHER REQUIREMENTS:</b>                  AGE:                  MINIMUM – 30 years old                  MAXIMUM – 45 years old</p> <p>DRIVING SKILLS: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Physically strong and healthy. Does not suffer from vertigo.</p>	
<p><b>COMPUTER KNOWLEDGE:</b></p>		