

	JOB DESCRIPTION QUALIFICATION		Date	10-Oct-2011
			Revision	00
JOB TITLE: FOREMAN-ELECTRICAL		SKILL CODE:	CLASSIFICATION: Supervisory	
DEPARTMENT: Construction		REPORTS TO: Supervisor Electrical		
JOB SUMMARY: Supervises crews engaged in electrical works aspects of construction.				
<ol style="list-style-type: none"> 1. Leads and controls skilled labor and work crews engaged in all activities concerned with the electrical 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. 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". 3. Commands respect of his workforce, and develops excellent working relationships with all other department personnel as well as client management. 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. 5. Supervises crew in the installations of electrical equipment, fixtures and fittings, including substations, transformers, switch gear, cabling junction boxes, fuse panels, lighting, heating and ventilation (and air conditioning), elevators, escalators, power outlets, Security and fire detection and alarm systems, etc. Ensures installations are in accordance with specifications, electrical codes and safety standards. 6. Supervises the requisition of tools, materials and supplies needed to complete assigned work. Ensures that equipment, tools and materials are properly utilized and prevents losses through misuse or misappropriation, and that work crews are properly supplied with tools, equipment and materials. 7. 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. 8. Supervises the installation of control instrumentation, wiring, safety devises and alarms, transformers, switch gear, etc. 9. Familiar with all Company QA/QC and safety procedures / regulations and strictly enforces them with the workforce under his responsibility. 				
SECONDARY DUTIES AND RESPONSIBILITIES:				
<ol style="list-style-type: none"> 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. 2. Identifies, formulates and implements "on-the-job" training programs for the workforce under his responsibility. 3. Complies with all statutory requirements connected with the implementation of project. 				
WORK EXPERIENCE: Extensive familiarity with electrical works with at least 5 years of experience as Foreman or Lead position. 5 to 8 years experience in the Oil and Gas		OTHER SKILLS AND COMPETENCIES: A dynamic leader of his workforce. Able to motivate others, with good communication and interpersonal skills.		

<p>industry, preferably within Petrochemical plants. Middle East experience is considered essential.</p>	<p>A creative thinker and very good organizer. Good command of English reading, writing and speaking.</p>	
<p>ACADEMIC EDUCATION: Minimum High School Certificate plus certificate or diploma or equivalent professional qualification.</p>	<p>CERTIFICATIONS: Must hold a certificate as a "Master Electrician". "High Voltage Permit" is preferred.</p>	<p>LICENSES:</p>
<p>TRAININGS: Successfully completed apprenticeship or equivalent vocational training.</p>	<p>WORK CONDITIONS: Can work with less supervision and under pressure.</p>	
	<p>OTHER REQUIREMENTS: AGE: MINIMUM – 30 years old MAXIMUM – 45 years old DRIVING SKILLS: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Physically strong and healthy. Does not suffer from vertigo.</p>	<p>COMPUTER KNOWLEDGE:</p>