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|  | JOB DESCRIPTION QUALIFICATION | | Date | 10-Oct-2011 |
| | | | Revision | 00 |
| JOB TITLE: FOREMAN-INSTRUMENT FITTING | | SKILL CODE: | CLASSIFICATION: Supervisory | |
| DEPARTMENT: Construction | | REPORTS TO: Supervisor Instrumentation | | |
| JOB SUMMARY: Supervises crews engaged in instrument fitting 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 instrument fitting 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. 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. 6. Supervises the maintenance and correct use of calibration tools and equipment.. 7. Supervises in interpreting and using blueprints, specifications, vendor data, drawings and schematic diagrams. Familiar with reading circuit diagrams. 8. Familiar with and enforces strict compliance with all QA/QC and Safety procedures, plus all Company rules and regulations. | | | | |
| 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. | | | | |
| WORK EXPERIENCE: | | OTHER SKILLS AND COMPETENCIES: | | |
| Extensive familiarity with instrument fitting works with at least 5 years of experience as Foreman or Lead position. | | A dynamic leader of his workforce. | | |
| 5 to 8 years experience in the Oil and Gas industry, preferably within Petrochemical plant. | | Able to motivate others, with good communication and interpersonal skills. | | |
| Middle East experience is considered essential. | | A creative thinker and very good organizer. | | |
| | | Good command of English reading, writing and speaking. | | |

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| ACADEMIC EDUCATION: Minimum High School Certificate plus certificate or diploma or equivalent professional qualification. | | CERTIFICATIONS: Certificate in instrument fitting technology | LICENSES: |
| TRAININGS: Successfully completed apprenticeship training in instrument fitting technology. | WORK CONDITIONS: Can work with less supervision and under pressure. | | |
| | 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. | | COMPUTER KNOWLEDGE: |