

	JOB DESCRIPTION QUALIFICATION	Date	10-Oct-2011
		Revision	00
JOB TITLE: FOREMAN-INSTRUMENTATION TECHNICIAN	SKILL CODE:	CLASSIFICATION: Supervision	
DEPARTMENT: Construction	REPORTS TO: Supervisor Electrical		
JOB SUMMARY: Supervises crews engaged in instrumentation 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 instrumentation 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. 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 tools and equipment such as diagnostic and calibration equipment. 7. Supervises in interpreting and using blueprints, specifications, vendor data, process flow sheets, drawings and schematic diagrams. Familiar with reading circuit diagrams. 8. Supervises in installing instrument components, lay-outs of job and fabricating cable tray supports. 9. Supervises in performing calibration of process instrumentation and in modifying control loops, removes / replaces instruments, adds and deletes systems. Supervises in performing maintenance and calibration of electrical and mechanical transducers. 10. Supervises in the maintenance of machines with programmable logic control, electronic control and pneumatic systems. 11. Supervises the installation of pneumatic instruments and lines of air bellows for balancing purposes and hydraulic lines. 12. 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:	

<p>Extensive familiarity with instrumentation works with at least 5 years of experience as Foreman or Lead position.</p> <p>5 to 8 years experience in the Oil and Gas industry, preferably within Petrochemical plants.</p> <p>Middle East experience is considered essential.</p>	<p>A dynamic leader of his workforce.</p> <p>Able to motivate others, with good communication and interpersonal skills.</p> <p>A creative thinker and very good organizer.</p> <p>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:</p>	<p>LICENSES:</p>
<p>TRAININGS: Successfully completed apprenticeship or vocational school in instrumentation technology.</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</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>COMPUTER KNOWLEDGE:</p>