

	JOB DESCRIPTION QUALIFICATION	Date	10-Oct-2011
		Revision	00
JOB TITLE: FOREMAN-INSULATION/TINSMITH		SKILL CODE:	CLASSIFICATION: Supervisory
DEPARTMENT: Construction		REPORTS TO: Supervisor Insulation	
JOB SUMMARY: Supervises the application of various method of handling, identifying and installing insulation materials to protect and insulate pipes, structures and equipment.			
<ol style="list-style-type: none"> 1. Leads and controls skilled labor and work crews engaged in all activities concerned with the insulation and tinsmith 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. Responsible for maintaining and protecting materials, tools and equipment assigned for his use. Ensures that work crews are properly supplied with tools, equipment and materials. Prevents wastage and misuse of equipment, materials and tools. 6. Directs the Installation of molded or preformed insulation to pipe and vessels according to designs and specifications. 7. Supervises in fabricating, fitting and applying removable insulations and metal claddings, the application of cement, mastic coatings, insulation tapes, jackets and cloth coverings. Supervises the mixing of insulation cements and cutting of materials based on specifications. 8. Supervises Installation of wire reinforcement and metal flashings. 9. Supervises in identifying hazardous insulations materials and directs the storage of such material to designated safe place. 10. 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: Extensive familiarity with insulation and tinsmith works with at least 5 years of experience as Foreman or Lead position.		OTHER SKILLS AND COMPETENCIES: A dynamic leader of his workforce. Able to motivate others, with good communication and interpersonal skills.	

<p>5 to 8 years experience in the Oil and Gas industry, preferably within Petrochemical plants.</p> <p>Completely familiar with insulation fitting methods, procedures, and measurements.</p> <p>Well-versed in identifying insulating materials such as (for example) rockwool and fiberboard.</p> <p>Middle East experience is considered essential.</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: Certificate in insulation & tinsmith works.</p>	<p>LICENSES:</p>
<p>TRAININGS:</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>		