

	JOB DESCRIPTION QUALIFICATION		Date	10-Oct-2011
			Revision	00
JOB TITLE: FOREMAN-MILLWRIGHT		SKILL CODE:	CLASSIFICATION: Supervisory	
DEPARTMENT: Construction		REPORTS TO: Mechanical Supervisor		
JOB SUMMARY: Supervises and leads workers engaged in all millwright activities of construction.				
<ol style="list-style-type: none"> 1. Leads and controls skilled labor and work crews engaged in all activities concerned with the millwright activities 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. Leads workers in installing machinery and equipment according to layout plans, blueprints and other drawings, such as shafting, conveyors, railing, motors and pumps. 6. Leads in the dismantling of bearing assembly, oil seals, pulleys, couplings, shifts, clutches, brakes, gearbox, chain and electric motors. Leads workers in aligning machines and equipment, determining clearances. 7. Able to operate lathes or mills to fabricate machine parts to dimensional specifications. 8. Familiar with all Company Safety and QA/QC procedures and strictly enforces them amongst the workforce. 				
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 millwright works with at least 5 years of experience in Foreman or Lead position.		A dynamic leader of his workforce.		
5 to 8 years experience in the Oil and Gas industry, preferably within Petrochemicals.		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.		
ACADEMIC EDUCATION:		CERTIFICATIONS:	LICENSES:	
Minimum High School Certificate plus certificate or diploma or equivalent professional qualification.				

TRAININGS: Successfully completed apprenticeship or equivalent vocational training, plus relevant trade certification.	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: