

	JOB DESCRIPTION QUALIFICATION		Date	10-Oct-2011
			Revision	00
JOB TITLE: FOREMAN-SCAFFOLDER		SKILL CODE:	CLASSIFICATION: Supervisory	
DEPARTMENT: Construction		REPORTS TO: Supervisor Scaffolding		
JOB SUMMARY: Leads work crew / workers engaged in the assembly and dismantling of metal scaffolding during site construction and engineering work.				
<ol style="list-style-type: none"> 1. Leads and controls skilled labour and work crews engaged in all activities concerned with the scaffolding 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. Supervise the work crew engaged on scaffolding activities such as; <ol style="list-style-type: none"> a. Raise, place and fit metal scaffolding, complete structure framework. Set up hoisting equipment for raising and placing scaffolding b. Disassembling scaffolding when work is completed, removing and stacking in the lay down area. 7. 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 scaffolding 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 plants.		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: Minimum High School Certificate plus certificate or diploma or equivalent professional qualification.	CERTIFICATIONS: Relevant certificate in Scaffolding	LICENSES:
TRAININGS: Successfully completed apprenticeship or equivalent vocational training in scaffolding.	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: