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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |                                                                            | Revision                              | 00          |
| <b>JOB TITLE:</b><br>FOREMAN-TURNOVER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      | <b>SKILL CODE:</b>                                                         | <b>CLASSIFICATION:</b><br>Supervisory |             |
| <b>DEPARTMENT:</b><br>Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      | <b>REPORTS TO:</b><br>Supervisor Turnover                                  |                                       |             |
| <b>JOB SUMMARY:</b><br>Leads work crews and workers engaged turnover activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |                                                                            |                                       |             |
| <ol style="list-style-type: none"> <li>1. Leads and controls skilled labor and work crews engaged in all activities concerned with the turnover 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.</li> <li>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".</li> <li>3. Commands respect of his workforce, and develops excellent working relationships with all other department personnel as well as client management.</li> <li>4. 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.</li> <li>5. Must be a good communicator. Able to give instructions in an efficient and effective way to his workforce.</li> <li>6. Liaises with other discipline foremen to ensure the optimum performance of the turnover, with the overall objective of successful completion of the project.</li> <li>7. Supervises all crews in completing the turnover works, complying with the company's safety rules and regulations.</li> <li>8. Responsible for maintaining and protecting materials, consumables, tools and equipment used during turnover.</li> <li>9. Familiar with and enforces strict compliance with all QA/QC and Safety procedures, plus all Company rules and regulations.</li> </ol> |                                      |                                                                            |                                       |             |
| <b>SECONDARY DUTIES AND RESPONSIBILITIES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |                                                                            |                                       |             |
| <ol style="list-style-type: none"> <li>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.</li> <li>2. Identifies, formulates and implements "on-the-job" training programs for the workforce under his responsibility.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                                                                            |                                       |             |
| <b>WORK EXPERIENCE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      | <b>OTHER SKILLS AND COMPETENCIES:</b>                                      |                                       |             |
| Extensive familiarity with turnover 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.                                |                                       |             |
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| <b>ACADEMIC EDUCATION:</b><br>Minimum High School Certificate plus certificate or diploma or equivalent professional qualification. | <b>CERTIFICATIONS:</b>                                                                                                                                                                                                                                | <b>LICENSES:</b>           |
| <b>TRAININGS:</b>                                                                                                                   | <b>WORK CONDITIONS:</b><br>Can work with less supervision and under pressure.                                                                                                                                                                         |                            |
|                                                                                                                                     | <b>OTHER REQUIREMENTS:</b><br>AGE:<br>MINIMUM – 30 years old<br>MAXIMUM – 45 years old<br><br>DRIVING SKILLS: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br><br>Physically strong and healthy. Does not suffer from vertigo. | <b>COMPUTER KNOWLEDGE:</b> |