

	JOB DESCRIPTION QUALIFICATION	Date	10-Oct-2011
		Revision	00
JOB TITLE: SUPERINTENDENT-DOCUMENT CONTROL		SKILL CODE:	CLASSIFICATION: Supervisory
DEPARTMENT: Field Supervision		REPORTS TO: Project Manager/Project Controls Manager	
JOB SUMMARY: Supervises and leads document control teams, ensuring all aspects of performance and work are in compliance with project specifications and quality control procedures.			
<ol style="list-style-type: none"> 1. Supervises and leads document controls teams in the orderly maintenance and filing of all project documentations, including Construction Schedules, Cost Reports and all contractual documents in accordance with established procedures & specifications. 2. Organizes and supervises the preparation of Document Control reports. Liaises with GCC Project and Construction Management, plus other departments and Client Personnel in the execution of the above. 3. Develop schedules for document processing in accordance with project contractual requirements. 4. Establish and maintain systems to ensure the security and archiving of all project documents in accordance with established Procedures and project contractual requirements. 5. Establish and maintain systems and ensures full compliance with contract requirements for preparation, verification, submission, client approval & subsequent archiving of all documentation. 6. Controls and issues complete set of all controlled documentation to Site Personnel, with appropriate instructions and procedures as to how these are to be used and maintained. 7. Supervises the preparation of Project Document Processing and Archiving Reports, in an agreed format for archiving & future reference purposes. 8. Familiar with and enforces strict compliance with all QA/QC and Safety procedures, plus all Company rules and regulations. 9. Commands respect of his team, and develops excellent working relationships with all other department personnel as well as client management. Able to lead and motivate staff towards a common goal or objective. 10. Must be an excellent communicator. Able to give instructions and transfer knowledge in an efficient and effective way at all levels, client, management, supervision, co-workers and staff. Liaises with other discipline staff to ensure the optimum interface of the various operational activities, with the overall objective of successful completion of the project. 11. Monitors, supervises and assists with the preparation of three week and one week look-ahead plans for the project, in close liaison with construction, planning and other departments and disciplines. 12. Identifies and implements "on-the-job" training programs with the aim of developing and improving team members' competency in required skills and abilities. 			
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. Complies with all statutory requirements connected with the implementation of project. 3. Assist in the proper closeout of project including transmittal of final documentation to client. 			
WORK EXPERIENCE: Mandatory in-depth, hands-on knowledge & experience with Document Control software.		OTHER SKILLS AND COMPETENCIES: A dynamic leader, motivated and able to motivate others, with good communication and	

<p>Extensive familiarity with document controls, with at least 5 years of experience in SUPERINTENDENT position.</p> <p>7 to 10 years experience in the oil and gas industry, preferably within petrochemicals.</p> <p>Middle East experience is considered essential.</p>		<p>interpersonal skills.</p> <p>A creative thinker and excellent organizer.</p>	
<p>ACADEMIC EDUCATION: Degree in Engineering or related course from a reputable college or university.</p>		<p>CERTIFICATIONS: Diploma in Engineering or any related courses.</p>	
<p>TRAININGS:</p>		<p>WORK CONDITIONS: Hard worker and can work well under pressure.</p>	
<p>OTHER REQUIREMENTS: AGE: MINIMUM – 35 years old MAXIMUM – 50 years old</p> <p>DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>Physically strong and healthy.</p>		<p>COMPUTER KNOWLEDGE: Fully conversant in computer operations of current version of Microsoft Office (Word, Excel).</p>	