

	JOB DESCRIPTION QUALIFICATION		Date	10-Oct-2011
			Revision	00
JOB TITLE: SUPERINTENDENT-TURNOVER		SKILL CODE:	CLASSIFICATION: Supervisory	
DEPARTMENT: Field Supervision		REPORTS TO: Project Manager		
JOB SUMMARY: Supervises and leads turnover crews, ensuring all aspects of performance and work are in compliance with project specifications and completed within planned time and budget constraints.				
<ol style="list-style-type: none"> Supervises and leads foremen, skilled labour, and work crews in all activities concerned with turnover works aspects of a construction project. Ability to optimize resources (manpower, equipment and materials) to deliver the planned and timely transition from construction to pre/commissioning. Able to demonstrate excellent organizational skills, following policies, procedures and work practices, and developing improvements where necessary. Ability to prepare pre-commissioning and commissioning method statements and procedures, in consultation with management. Competent in reading and understanding specifications, drawings, and all other discipline related project and engineering documentation. Familiar with and enforces strict compliance with all Safety procedures, plus all Company rules and regulations. Commands respect of his foremen, skilled labour and discipline workforce, 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. 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. Understands the principals and importance of planning. Monitors and tracks daily progress and work completed, comparing planned to actual. Takes appropriate mitigating action to ensure compliance with the plan, based on knowledge of available manpower, equipment, materials, and in cooperation with planning engineer and project management. Ensures that the foremen understand and implement the work plan, by explaining and engaging in pro-active communication with the crews. Supervises the preparation of three week and one week look-ahead plans for the turnover works of the project, in close liaison with construction, planning and other departments and disciplines. Reviews quantities of materials received or used for pre-commissioning and commissioning, in order to minimize wastage and inefficiency. Ensures that all work is in conformity to standards and specifications. Interprets specifications and discusses deviations from specified turnover procedures to ensure full compliance with QA/QC inspection plans and procedures. 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"> 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. Complies with all statutory requirements connected with the implementation of project. Assist in the proper closeout of project including transmittal of final documentation to client. 				

WORK EXPERIENCE: Extensive familiarity with turnover works with at least 5 years of experience as SUPERINTENDENT. 7 to 10 years experience in the Oil and Gas industry, preferably within petrochemical plants. Middle East experience is considered essential.		OTHER SKILLS AND COMPETENCIES: A dynamic leader, motivated and able to motivate others, with good communication and interpersonal skills. A creative thinker and excellent organizer.	
ACADEMIC EDUCATION: Degree in Engineering from a reputable college or university.	CERTIFICATIONS: Diploma in Engineering	LICENSES: Preferably licensed Engineer	
TRAININGS:	WORK CONDITIONS: Hard worker and can work well under pressure.		
	OTHER REQUIREMENTS: AGE: MINIMUM – 35 years old MAXIMUM – 50 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	COMPUTER KNOWLEDGE: Fully conversant in computer operations of current version of Microsoft Office (Word, Excel).	