

## Job Description

Title	<b>FOREMAN MECHANICAL (MAINTENANCE)</b>	Job Classification Number	<b>F00501</b>
Department /Project	<b>KNPC MAA Mech. Maint.</b>	Job Family Number	
Reports to	<b>Supervisor</b>	Effective Date	01 Oct. 2009

### **1. Operational**

- 1.1.1 Familiar with stationary equipment in the refinery like Distillation columns, process heaters, Reactors, Vessels, heat exchangers etc. Plan daily works of all maintenance personnel in his area. Have skill to disassemble and assemble stationary equipments in accordance with specifications. Should be capable to read & understand the engineering drawings and execute the work accordingly. Capable of group communications to direct and co-ordinate work.

### **2. SKILL LEVEL DESCRIPTION**

#### **2.1 Qualifications**

- 2.1.1 Diploma in Mechanical Engineering / ITI
- 2.1.2 Computer skills in MS office.
- 2.1.3 Minimum 3/6 Years experience in Refinery / Petrochemicals.
- 2.1.4 Must be fluent in reading, writing and speaking English language.

#### **2.2 Supervisory Capability**

- 2.2.1 Have supervisory capability to direct the Services and manage the team.
- 2.2.2 Shall be capable of making quick, sound decisions.
- 2.2.3 Shall be capable of conduct relevant technical studies whenever advised or asked for.

#### **2.3 Communications**

- 2.3.1 Shall be capable of group communication to direct and co-ordinate the related tasks.

## **Job Description**

### **Safety and Quality Responsibilities**

1. Maintain standards of safety and comply with Company's health, Safety and Environment Management System requirements.
2. Take reasonable care of own health and safety and that of others in the workplace.
3. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.