

# JOB DESCRIPTION

Title	<b>Senior Project Engineer</b>	Job Classification Number	<b>A 00210</b>
Department /Project	<b>Operations</b>	Job Family Name	<b>Operations</b>
Reports to	<b>Project Manager</b>	Effective Date	<b>01 Jan 2005</b>

## MAIN PURPOSE OF JOB

To Supervise and coordinate project work for his area of discipline in accordance with contract conditions, working within budget and time constraints to ensure customer satisfaction.

## JOB OBJECTIVES

1. To monitor and assign work to Site Engineers in accordance with Company's policies and procedures and limits of authority.
2. To monitor and control expenses related to project work and ensure organisational forecasts and budgets are met for these expenses.
3. To handle procurement activities relating to contracts and sub contracts in accordance with Company's Procedures and Procurement department activities.
4. To undertake team briefings and inception activities to ensure all aspects of work are understood by all concerned parties.
5. To ensure safety standards and procedures are implemented and followed in accordance with contract requirements and Company guidelines.
6. To undertake QC reporting interaction with other departments of Company and clients to assure production schedules and deliveries are met.
7. To be responsible and report on the scheduling of man/material movements for all aspects of construction and or maintenance activity.
8. To act as a liaison with contractors and clients managing any work interfaces and enhancements to project scope.
9. To review and evaluate technical submittals and shop drawings prior to submission to consultants and clients according to required project standards.
10. To assist the Project Manager in preparation of Sub Contract agreements and to recruit people for his area of discipline.

## ESSENTIAL WORK ACTIVITIES

- Planning
- Implementing/Coordination
- Controlling/Directing
- Checking
- Deciding
- Supervising/Directing
- Motivating
- PR/Developing Relationship

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### SAFETY AND QUALITY RESPONSIBILITIES

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

### EDUCATION, SKILLS AND EXPERIENCE

#### Essential:

- Bachelor of Engineering in any discipline (as appropriate)
- Planning Skills
- Project Management
- Procurement & Engineering knowledge
- Team Leadership
- Supervisory Skills
- Negotiation Skills
- Computer Skills
- **Minimum 8- 12 years of experience in leading a technical crew including a team of engineers.**

#### Desirable:

None