

3 DESCRIPTION

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|---------------------|-------------------------|---------------------------|--------------------|
| Title | (Mechanical) | Job Classification Number | A 212 |
| Department /Project | Operations | Job Family Number | |
| Reports to | Project Engineer | Effective Date | 01 Jan 2005 |

MAIN PURPOSE OF JOB

To supervise the construction / maintenance of plants, buildings, equipment, components or systems, to ensure the work is executed to the client's specifications.

JOB OBJECTIVES

1. To plan and schedule the work and efficiently organise the site / facilities in order to meet an agreed programme of deadlines.
2. To attend regular meetings with clients, architects and consultants and keeping them informed of progress.
3. To supervise and monitor the site labour force through General Foreman and or Supervisors, monitoring the work of any subcontractors to complete the work as per customer's satisfaction.
4. To oversee quality control and safety matters on the site, and ensure that regulations are adhered to.
5. To resolve any unexpected technical difficulties and other problems that may arise at any time.
6. To oversee the selection and requisition of materials for use in the construction / maintenance, to check whether the materials are as specified.
7. To supervise and ensure proper maintenance of materials and to advise on technology and modifications required for a simpler and cost saving mechanism.
8. To prepare necessary paperwork for the completion of work and get it authorised by the client after their inspection.
9. To develop a relationship with the Project Engineer and prepare periodical reports on the progress of work.

ESSENTIAL WORK ACTIVITIES

- Checking
- Assessing/Evaluation
- Informing/Discussing/Interviewing
- Deciding
- Using Tools/Machine
- Influencing/Advising
- Presenting/Instructing/Briefing
- PR/Developing Relationships

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

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EDUCATION, SKILLS AND EXPERIENCE

Essential:

- Bachelor of Engineering degree in any discipline (as appropriate)
- Safety Rules and procedures
- Knowledge of practical application
- Leadership skills
- Customer relationship
- Production and processing
- Administration and management
- Decision making
- Problem solving
- Computer Skills
- 4 to 8 years related work experience.

Desirable:

None