

JOB DESCRIPTION

Title	Superintendent	Job Classification Number	A 201
Department /Project	Operations	Job Family Number	
Reports to	Construction Manager	Effective Date	01 Jan 2005

MAIN PURPOSE OF JOB

To manage projects within budget, guidelines, statutory requirements and Company procedures ensuring compliance with HSE policies and customer requirements satisfaction

JOB OBJECTIVES

1. To supervise work teams for effective delivery of objectives and efficiency improvement
2. To enhance relationships in dealings with client, consultants and regulatory authorities to ensure all agreements are implemented
3. To manage resources and equipment to achieve contract completion within budget and time
4. To ensure Company's Health, Safety & Environment and quality policy and procedures are implemented to client satisfaction
5. To identify and ensure skills of assigned manpower are aligned to project requirements to ensure technically competent personnel for the project
6. To develop the skills of the workforce

ESSENTIAL WORK ACTIVITIES

- Planning
- Implementing/Coordinating
- Checking
- Controlling/Directing
- Motivating
- Disciplining/Disputes/Grievances
- Assessing/Evaluating
- Supervising/Directing

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:

- Management and delegation Skills
- Codes of practice
- International standards

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- Local regulations
- Construction and general safety management
- General knowledge of project controls, tendering, planning
- Environmental regulations
- Team leadership Skills
- Communication Skills
- Decision Making Skills
- Computer Applications
- Planning Skills
- Project Management
- Crisis Management
- Surveying knowledge
- 10 to 12 years related work experience

Desirable:

- A Bachelors Degree in any Engineering Discipline (as appropriate)