

JOB DESCRIPTION

Title	Supervisor (Miscellaneous)	Job Classification Number	A 266
Department /Project	Operations	Job Family Number	
Reports to	General Foreman/ Site Engineer	Effective Date	01 Jan 2005

MAIN PURPOSE OF JOB

To interpret and co-ordinate information and details received from Company and Project sources to compile manuals, drawings and associated documents.

JOB OBJECTIVES

1. To lead a team of technical / manual personnel and maintain harmonious working relationships.
2. To interpret instructions and related information into meaningful and accurate work directives, drawings and guidelines.
3. To plan & schedule labour, material and equipment efficiently and within set time frames
4. To maintain effective lines of communication between the implementation and execution functions
5. To maintain and enforce a safe working environment
6. To help maintain client satisfaction

ESSENTIAL WORK ACTIVITIES

- Planning
- Deciding
- Checking
- Controlling / Directing
- Learning / Researching
- Interpreting
- Disciplining / Disputes / Grievances
- Investigating / Observing / Searching

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:

- A Diploma in any Engineering discipline (as appropriate)
- Basics of relevant technologies
- Knowledge of Client Policies & Procedures
- Supervisory Skills

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- Training Skills
- Customer satisfaction
- Computer Skills
- 10 to 12 Years of relevant experience in a related field.

Desirable:

- Knowledge of Company Policies and Procedures
- Leadership Skills