

## JOB DESCRIPTION

Title	<b>Supervisor (Hydrotest)</b>	Job Classification Number	<b>A 00270</b>
Department /Project	<b>Operations</b>	Job Family Name	<b>Operations</b>
Reports to	<b>General Foreman/ Site Engineer</b>	Effective Date	<b>01 Jan 2005</b>

### **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
- Training Skills

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

Desirable:

- Knowledge of Company Policies and Procedures
- Leadership Skills