



	Job Description	Date	
		Revision	
Job Title: Supervisor-Operations			
Department : Operation		Reports To : Operation Superintendent	
Job Summary: Supervises and leads Maintenance crews & ensuring all aspects of performance and work are in compliance with project specifications and completed within planned time and budget constraints.			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Supervises and leads foremen, skilled labor, and work crews in all activities concerned with maintenance works aspects of shut down and turn around project. Ability to optimize resources (manpower, equipment and Materials) to ensure efficient and timely completion of the project. Able to demonstrate excellent organizational skills, following policies, procedures and work practices, and developing improvements where necessary. 2. Ability to prepare methods statements and procedures, competent in reading and understanding specifications, drawings, and all other discipline related project and engineering documentation. Familiar with and enforces strict compliance with all QA/QC and Safety procedures, plus all Company rules and regulations. 3. Commands respect of his foremen, skilled labor and discipline workforce, and develops excellent working relationships with all other department personnel as well as client management. Able to lead and motivate staff towards a common goal or objective. 4. Must be an excellent communicator. Able to give instructions and transfer knowledge in an efficient and effective way at all levels, client, management, supervision, co-workers and staff. Liaises with other discipline staff to ensure the optimum interface of the various operational activities, with the overall objective of successful completion of the project. 5. Understands the principals and importance of planning. Monitors and tracks daily progress and work completed, comparing planned to actual. Takes appropriate mitigating action to ensure compliance with the plan, based on knowledge of available manpower, equipment, materials, and in cooperation with planning engineer and project Management. 6. Ensures that the foremen understand and implement the work plan, by explaining and engaging in pro-active communication with the crews. 7. Reviews quantities of materials received or used during shut down and turn around in order to minimize wastage and inefficiency. 			
<p>Secondary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1. Complies always with all Company safety procedures and regulations, especially during site coordination activities. 2. Identifies and implements “on-the-job” training programs with the aim of developing and improving team Members’ competency in required skills and abilities. 			
<p>Other skills and competencies: A dynamic leader, motivated and able to motivate others, with good communication and interpersonal skills. A creative thinker and excellent organizer</p>			
<p>Work Experience 7 to 10 years experience in the maintenance of oil and gas industry, preferably in shut down /turn around works. Extensive familiarity in Industrial cleaning such as hydro jetting and chemical cleaning jobs. Middle East experience is considered essential.</p>			



ACADEMIC EDUCATION: Degree in Mechanical Engineering from a reputable college or university.	CERTIFICATIONS: Diploma in Engineering	LICENSES: Preferably licensed Engineer
TRAININGS:	WORK CONDITIONS:	
	OTHER REQUIREMENTS: AGE: MINIMUM – 30 years old MAXIMUM – 45 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.	COMPUTER KNOWLEDGE: Knowledge of Microsoft Office Software operation.