



POSITION PROFILE

This document defines the main responsibilities of designated positions and their respective minimum competence criteria in terms of necessary qualifications and work experience. This document is kept by Human Resources Manager within the VAOS Job Descriptions Catalogue.

VACANCY DETAILS

Position:	MECHANICAL SUPERVISOR
Department / Division:	PROJECT & TECHNICAL SERVICES DEPARTMENT
Line Manager:	SENIOR PROJECT ENGINEER
Work Location:	LIBYA/VARIOUS SITES
Rotation:	7 WEEKS 'on-time' & 2 WEEKS 'off-time'

Job Summary:

Responsible for the maintenance, installation and treatment/recovery work of equipment and machinery as defined by the Project scope and requirements. The incumbent is responsible for ensuring the safe conduct of all work undertaken by the workforce under their control and for fully understanding safety requirements and standards. The individual would be responsible for the organisation and management of all personnel under their supervision, and ensure that the personnel carrying out the work understand the work requirements and that work instructions, safety instructions, and / or quality documentation are supplied, understood, and complied with by the work group. The position supervises work teams to ensure that all work is completed safely, on schedule, to required quality and client specifications.

Key Duties and Responsibilities:

- Perform the role of the Site Supervisor and take responsibility for the planning and coordination of all work related activity: rig-up, installation, repair and maintenance of machinery & equipment, and in fabrication of metal parts and tools.
- Coordinate and supervise the activity of workers in the installation of machinery and equipment.
- To direct work in electrical, electronic, mechanical, hydraulic, and pneumatic maintenance and repair of machinery and equipment.
- Diagnose malfunctions in machinery and equipment based on observation and applying knowledge from past experience.
- Directs the dismantling, assembly and installation of industrial machinery.
- Monitor and report on the quality and compliance of work in accordance with job standards – provide direction on quality standards, supervise and conduct inspections of work to ensure compliance with required standards and client specifications.
- Preparation of quality documentation and reports as required, including Inspection Test Plans and any other documentation as required.

- Identify and implement opportunities for improvements, changes or new techniques or procedures as required and appropriate to improve processes and work performance.
- Supervise the assigned site labour workforce in all aspects of their work. This will involve assigning suitable, competent and trained personnel to tasks; providing information, on the job instruction and coaching to enable the workforce to complete tasks competently; regularly assessing and reviewing performance of the workforce and taking any necessary action to resolve any issues; managing timekeeping and reviewing timesheet records; and maintaining communication and cooperative relationships with the team under their supervision and other personnel involved in the project/operation.
- Oversees inspection and maintenance of equipment and machinery.
- Performs duties of specific trades when necessary.
- Reads and interprets technical drawings and diagrams.
- Coordinates the activity between external & internal stakeholders, especially clients.
- Identify and order all equipment and tools which are relevant to fulfill the work, through the Purchasing Department.
- Prepare estimate costs of jobs as required.
- Maintains records of jobs performed, departmental charge codes and hours worked by employees.
- With the assistance of the HSSEQ Department, ensure that all health & safety regulations are abided by at all times. This will involve instructing all personnel on safety and environmental requirements and responsibilities; and actively monitoring work practices and coaching the workforce to ensure adherence to correct procedures and standards.
- Regularly reporting on safety and quality management for the project for which they are supervising/managing.
- Compiles data needed to prepare the project progress reports, or other supplementary reports as required.
- Drive through change: capture and implement 'best practice' in the most efficient manner.
- To observe and obey VAOS policies and procedures.

Relationships: The incumbent will report to, and work for, the assigned Project Engineer/Senior Project Engineer for the project assigned. The incumbent will be required to develop close relationships with the Equipment and Purchasing Departments. Further, close relationships with the HSSEQ and HR Departments will be essential in order to perform successfully in this role.

JOB SPECIFICATION

Work Experience:

- A proven track record with over 10 years work experience operating in a similar position within the mechanical domain.
- Previous experience operating in a site based leadership role.
- Previous work experience operating in North Africa or the Middle East.
- Previous experience operating within the Oil & Gas Sector would be advantageous.
- Engineering background would be a significant advantage.
- Previous experience operating with and interpreting quality and HSE standards and regulations – thorough knowledge of Health and Safety and Quality legislation (ISO and other Quality Management Systems).
- Previous experience preparing quality and HSE documentation.

- Experience interpreting and working from technical drawings, diagrams, plans, blueprints and sketches.

Academic/Skills Qualifications:

- Professional qualifications and/or certification in the mechanical field.
- Membership of a professional body would be desirable.
- Highly computer literate including an excellent working knowledge of the MS Office suite.
- Well-developed written and verbal communication skills, specifically in English.
- Membership of a relevant Professional Institute or body in a relevant discipline would be advantageous.

Personal Attributes:

- Ability to supervise others.
- Ability to work both independently and as part of a team.
- Ability to meet tight deadlines where required.
- High level of attention to detail, particularly with respect to the preparation of documentation.
- Excellent time management skills with the ability to work under minimal supervision.
- Well-honed and developed stakeholder management ability.
- Excellent communication and negotiation skills and abilities.
- Well-honed leadership and management skills, with an ability to lead and motivate others.
- Open minded to change, new ways of thinking and constructive criticism.
- Inclusive by nature with an ability to build rapport and command respect.
- Ability to operate within a challenging environment.
- A solutions focused individual who has the ability to produce results irrespective of any obstacles.
- Team oriented individual who is consistent by nature and results focused.
- Innovative, inventive and analytical by nature.
- Ability to manage multiple and changing priorities.
- Excellent interpersonal skills.

(Review: This Job Description is subject to review by the Company at any time, and to change as the Company deems appropriate.)

Prepared by: **D Hochstadt (HR Head of Department)**

Date Revised: **13 February 2018**

Approved By: **H Freiler (P&TS Head of Department)**

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