

JOB DESCRIPTION

Version	02
Date	30 JAN 2024

1 - Job Details			
Job Title	Maintenance Supervisor (Asset Integrity)		
Reports To	Maintenance Engineer (Asset Integrity)		
Division		Department	Plant & Maintenance
Section	Asset Integrity	Location	Ras Laffan
Direct Reports	Maintenance Technician (Asset Integrity)		

2 - Job Summary and Purpose
The Maintenance Supervisor (AI) is technically proficient and is responsible for the physical oversight of the Asset Integrity Team, overseeing completion of maintenance tasks as may be allocated and for random surveillance inspections and verifications of maintenance works performed and delegation to Maintenance Technician (Asset Integrity). The technical support and compilation of recommendations for changes to maintenance regimes or cycles based on incidences or failures in accordance with Asset Integrity Management System Procedure.

3 - Accountabilities
<p><u>Key Accountabilities:</u></p> <ol style="list-style-type: none"> 1) Oversight of asset integrity and checking of the operations procedures. 2) Oversight of asset integrity check the following maintenance procedures. <ul style="list-style-type: none"> • Preventive Maintenance (PM) • Corrective Maintenance (CM) • Breakdown Maintenance (BDM) • Condition Based Maintenance (CBM) 3) Responsible for Site Inspection and Data Collection required for Maintenance Engineer (AI) to prepare the Incident Investigation Report (IIR) and/or Root Cause Analysis (RCA) Report for all the PM&S related Incidents/Accidents/Damages/Breakdowns/Failures. 4) Audit of certificates, documents, TPI- certification and calibration.

3 - Accountabilities

- 5) Responsible to verify the revision of works instructions (WI) or risk assessment (RA), permits, LOTO system, OEM Manual guidance and HSSEQ guidance as may be required.
- 6) Responsible for analysis of PM&S - KPI statistics (PMC, MTTR, MTBF).
- 7) Responsible to check over the plant/system/equipment asset integrity (Facility, mobility, civil & infrastructure)
- 8) Responsible for oversight of the PM&S competency check.
- 9) Communicate upwards – training needs, process improvements and follow up on the implementation.
- 10) Encourage workforce under him to raise Hazards report regularly as per Qatar

- 11) Responsible for other assigned duties and responsibilities by his SE/SM.
- 12) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Supervision of oversight PM&S.
- Timely, quality, effective and productive services provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Section Engineer (SE), Supervisors, Group Leaders, Maintenance Workers

Purpose: Complete assigned asset integrity work in accordance with the defined procedures and KPI's.

External: Asset Integrity Management Consultants, CBM Consultants and External Services/Specialist Contractors. OEM and OPM's.

Purpose: To acquire knowledge and skills from Asset Integrity Management (AIM) Consultants, CBM Consultants and Specialists in implementation of AIM and CBM best practices. Liaising with OEM and OPM's for any technical advice or support

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

- 4 Year Electrical/Mechanical Degree/Diploma Qualification, from a recognized Institution, specializing in Electro Mechanics

Experience:

- 5 Years of relevant Maintenance Experience for post Degree holders & post Diploma holders.
- Basic Knowledge of PM&S (Shipyard)
- Knowledge of audits.
- Knowledge of Risk Assessment Procedure, Work Instruction, PTW System and LOTO System
- Computer knowledge (of Microsoft Office/Word, Excel, PowerPoint, for preparation and presentation 1D, 1W, 1M, 1Y, Reports)
- verbal communication skills with ability to work with multiple functional

Job Specific Competencies:

Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

ii. Technical Competency

- Commitment to Qatar Shipyard Technology Solutions Core Values.
- Computer Literacy (Microsoft Office/Excel/Power Point)
- Project management skills.
- Knowledge of Shipyard Operations.
- Time management skills.
- Analytical thinking skills.
- Budget/business planning skills.
- Presentation Skills.
- Problem solving skills.
- Negotiation skills.
- Creativity.
- Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	03
Date	30 JAN 2024

1 - Job Details			
Job Title	Maintenance Supervisor (Electric/Electronics Specialization)		
Reports To	Engineer / Foreman		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Group Leader Mechanical Fitter		

2 - Job Summary and Purpose	
<p>The maintenance Supervisor is a technical operations or production expert, responsible for the ground level implementation & supervision for the execution of maintenance strategy (the processes and work). The Supervisor oversees the execution of work and guides trade employees to ensure that the jobs assigned to the section are completed in a manner that is in accordance to the job specification and safety standards.</p>	
<p>All staff are accountable for personal safety and for looking out for others, the Supervisor enables a safe work area and must be proficient in communicating information, risk management processes, reviewing safety system documentation, supporting & conducting safety & health investigations and reports</p>	

3 - Accountabilities	
<u>Key Accountabilities:</u>	
1)	Apply skills and knowledge and ability to ensure target production throughput rate or objectives are safely executed in line with Section Plan, KPIs, Qatar Shipyard Technology Solutions Values and IMS system.
2)	Demonstrate work behaviors consistent with company values and work within company policies, standards, procedures and any legislative requirements.
3)	Reduce production variability through minimizing re-work and optimization of cost.
4)	Adhere to health, safety, security and environmental policies, procedures, instructions, and controls for the safety of self and others.
5)	Ensure compliance to quality management procedures and controls to deliver high quality services and products.
6)	Carry out trouble shooting and carry out necessary repair works on all electric and electronic components of machinery.

3 - Accountabilities

- 7) Conduct performance tests on Plant and Machinery and highlight any irregularities.
- 8) Plan and maintain spare parts required.
- 9) Plan for the job and provide the SE/SM with inputs to the Work Schedule.
- 10) Ensure that jobs are carried out as per schedule and steps stipulated in the maintenance job cards.
- 11) Use and place materials in an economical manner.
- 12) Conduct root cause analysis on equipment failure.
- 13) Provide guidance to workers on requirements of maintenance activities.
- 14) Inspect and take care for tools, Equipment and consumables.
- 15) Ensure that good housekeeping is maintained at the workplace.
- 16) Apply for the relevant safety permits before starting work.
- 17) Monitor and supervise work progress. Inform SM of work progress and problems areas.
- 18) Update P&M SAP module on regular basis.
- 19) To communicate upwards – training needs, process improvement suggestion and follow up on the implementation.
- 20) Encourage workforce under him to raise hazards report regularly as per Qatar
- 21) Any other assigned duties and responsibilities by his superior
- 22) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Implementation & Supervision for the execution of maintenance strategy (the processes and work)
- Timely, quality and effective service provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Workers & Supervisors

Purpose: Complete assigned work in accordance with the trade discipline and the work critical path activity.

External: Client & Sub-contractors

Purpose: To cultivate safe work behaviors by identifying hazard at the workplace, risk assessment and control measures

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

2 years Trade Course, specializing in electronics, from recognized Institute.

Experience:

- Year of relevant experience for degree holders at least 4 years of relevant experience diploma holders.
- Knowledge of fault finding and techniques.
- Ability to read hydraulic diagrams, electrical drawings and mechanical drawings.
- Knowledge of mechanical repair and maintenance.
- PTW System.
- Basic Computer knowledge (For report in daily activities)

Job Specific Competencies:

Behavioral

- Drive Vision
- Interactive Communication
- Customer Centricity
- Solution Oriented
- Empower & Nurture Talents
- Collaboration & Teamwork
- Achievement Oriented

ii. Technical Competency

- Commitment to Qatar Shipyard Technology Solutions Core Values.
- Computer Literacy (Microsoft Office/Excel/Power Point)
- Project management skills.
- Knowledge of Shipyard Operations.
- Time management skills.
- Analytical thinking skills.
- Budget/business planning skills.
- Presentation Skills.
- Problem solving skills.
- Negotiation skills.
- Creativity.
- Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	03
Date	30 JAN 2024

1 - Job Details

Job Title	Maintenance Supervisor (Hydraulic Specialty)		
Reports To	Engineer / Foreman		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Group Leader Mechanical Fitter		

2 - Job Summary and Purpose

The maintenance Supervisor is a technical operations or production expert, responsible for the ground level implementation & supervision for the execution of maintenance strategy (the processes and work). The Supervisor oversees the execution of work and guides trade employees to ensure that the jobs assigned to the section are completed in a manner that is in accordance to the job specification and safety standards.

All staff are accountable for personal safety and for looking out for others, the Supervisor enables a safe work area and must be proficient in communicating information, risk management processes, reviewing safety system documentation, supporting & conducting safety & health investigations and reports

3 - Accountabilities

Key Accountabilities:

- 1) Apply skills and knowledge and ability to ensure target production throughput rate or objectives are safely executed in line with Section Plan, KPIs, Qatar Shipyard Technology Solutions Values and IMS system.
- 2) Demonstrate work behaviors consistent with company values and work within company policies, standards, procedures and any legislative requirements.
- 3) Reduce production variability through minimizing re-work and optimization of cost.
- 4) Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self and others.
- 5) Ensure compliance to quality management procedures and controls to deliver high quality services and products.
- 6) Carry out trouble shooting and carry out necessary repair works on all Hydraulic Systems.

3 - Accountabilities

- 7) Conduct performance tests on Mechanical Equipment and highlight any irregularities.
- 8) Plan and maintain spare parts required.
- 9) Plan for the job and provide the SE/SM with inputs to the Work Schedule.
- 10) Ensure that jobs are carried out as per schedule and steps stipulated in the maintenance job cards.
- 11) Use and place materials in an economical manner.
- 12) Conduct root cause analysis on equipment failure.
- 13) Provide guidance to workers on requirements of maintenance activities.
- 14) Inspect and take care for tools, Equipment and consumables.
- 15) Ensure that good housekeeping is maintained at the workplace.
- 16) Apply for the relevant safety permits before starting work.
- 17) Monitor and supervise the work progress. Inform SM of work progress and problems areas.
- 18) Update P&M SAP module on regular basis.
- 19) To communicate upwards – training needs, process improvement suggestion and follow up on the implementation.
- 20) Encourage workforce under him to raise hazards report regularly as per Qatar
- 21) Any other assigned duties and responsibilities by his superior.
- 22) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Implementation & Supervision for the execution of maintenance strategy (the processes and work)
- Timely, quality and effective service provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Workers & Supervisors

Purpose: Complete assigned work in accordance with the trade discipline and the work critical path activity

External: Client & Sub-contractors

Purpose: To cultivate safe work behaviors by identifying hazard at the workplace, risk assessment and control measures

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

2 years Trade Course, specializing in hydraulics, from recognized Institute.

Experience:

- Year of relevant experience for degree holders at least 4 years of relevant experience diploma holders.
- Knowledge of fault finding and techniques.
- Knowledge of Hydraulic systems, electrical systems and machinery.
- Ability to read hydraulic diagrams, electrical drawings and mechanical drawings.
- Knowledge of mechanical repair and maintenance.
- PTW System.
- Basic Computer knowledge (For report in daily activities)

Job Specific Competencies:

Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

ii. Technical Competency

- 1) Commitment to Qatar Shipyard Technology Solutions Core Values.
- 2) Computer Literacy (Microsoft Office/Excel/Power Point)
- 3) Project management skills.
- 4) Knowledge of Shipyard Operations.
- 5) Time management skills.
- 6) Analytical thinking skills.
- 7) Budget/business planning skills.
- 8) Presentation Skills.
- 9) Problem solving skills.
- 10) Negotiation skills.
- 11) Creativity.
- 12) Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	02
Date	30 JAN 2024

1 - Job Details

Job Title	Maintenance Technician (Asset Integrity)		
Reports To	Maintenance Engineer (Asset Integrity)		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Nil		

2 - Job Summary and Purpose

The Maintenance Technician (AI) is technically proficient and is responsible to perform the physical oversight activities of Asset Management Plans (AMP's). The technical support and compilation of recommendations for changes to maintenance regimes or cycles based on incidences or failures in accordance with Asset Integrity Management System Procedure.

3 - Accountabilities

Key Accountabilities:

- 1) Oversight of asset integrity and checking of the operations procedures.
- 2) Oversight of asset integrity check the following maintenance procedures.
 - Preventive Maintenance (PM)
 - Corrective Maintenance (CM)
 - Breakdown Maintenance (BDM)
 - Condition Based Maintenance (CBM)
- 3) Responsible for Site Inspection and Data Collection required for Maintenance Engineer (AI) to prepare the Incident Investigation Report (IIR) and/or Root Cause Analysis (RCA) Report for all the PM&S related Incidents/Accidents/Damages/Breakdowns/Failures.
- 4) Audit of certificates, documents, TPI- certification and calibration.
- 5) Responsible to verify the revision of works instructions (WI) or risk assessment (RA), permits, LOTO system, OEM Manual guidance and HSSEQ guidance.

3 - Accountabilities

- 6) Responsible for analysis of PM&S - KPI statistics (PMC, MTTR, MTBF).
- 7) Responsible to check over the plant/system/equipment asset integrity (Facility, mobility, civil & infrastructure)
- 8) Responsible to oversee the PM&S competency check.
- 9) Communicate upwards – training needs, process improvements and follow up on the implementation.
- 10) Encourage workforce to raise Hazards report regularly as per Qatar
- 11) Responsible for other assigned duties and responsibilities by his SE/SM.
- 12) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Perform the reviews and oversight of AMP's in line with KPI's.
- Timely, quality, effective and productive services provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Section Engineer (SE), Supervisors, Group Leaders, Maintenance Workers

Purpose: Complete assigned asset integrity work in accordance with the discipline and the work critical path activity.

External: Asset Integrity Management Consultants, CBM Consultants and External Services/Specialist Contractors. OEM and OPM's.

Purpose: To acquire knowledge and skills from Asset Integrity Management (AIM) Consultants, CBM Consultants and Specialists in implementation of AIM and CBM best practices. Liaising with OEM and OPM's for any technical advice or support.

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

- 3 Year Electrical/Mechanical Diploma Qualification, from a recognized Institution, specializing in Electro-Mechanics

Experience:

- 5 Years of relevant Maintenance Experience for post Degree holders & post Diploma holders.
- Basic Knowledge of PM&S (Shipyard)

- Knowledge of audits.
- Knowledge of Risk Assessment Procedure, Work Instruction, PTW System and LOTO System
- Computer knowledge (of Microsoft Office/Word, Excel, PowerPoint, for preparation and presentation 1D, 1W, 1M, 1Y, Reports)
- verbal communication skills with ability to work with multiple functional

Job Specific Competencies:

Behavioral

- Drive Vision
- Interactive Communication
- Customer Centricity
- Solution Oriented
- Empower & Nurture Talents
- Collaboration & Teamwork
- Achievement Oriented

ii. Technical Competency

- Commitment to Qatar Shipyard Technology Solutions Core Values.
- Computer Literacy (Microsoft Office/Excel/Power Point)
- Project management skills.
- Knowledge of Shipyard Operations.
- Time management skills.
- Analytical thinking skills.
- Budget/business planning skills.
- Presentation Skills.
- Problem solving skills.
- Negotiation skills.
- Creativity.
- Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	02
Date	30 JAN 2024

1 - Job Details

Job Title	Maintenance Technician		
Reports To	Engineer / Foreman / Supervisor		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Nil		

2 - Job Summary and Purpose

The Maintenance technician is responsible for electrical and mechanical machinery maintenance, troubleshooting, repair and overhauling to company standards.

3 - Accountabilities

Key Accountabilities:

- 1) Apply skills and knowledge and ability to ensure target production throughput rate or objectives are safely executed in line with Section Plan, KPIs, Qatar Shipyard Technology Solutions Values and IMS system.
- 2) Demonstrate work behaviors consistent with company values and work within company policies, standards, procedures, and any legislative requirements.
- 3) Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self and others.
- 4) Demonstrates proficiencies in pneumatics, hydraulics, engines, controls, machine component clearances / fits and an overall understanding machine operation and function.
- 5) Ensure compliance to quality management procedures and controls to deliver high quality services and products.
- 6) Troubleshoot and repair electrical and mechanical problems related to the production equipment.
- 7) Assist Supervisor and Engineer in preparation of Root Cause Analysis Reports
- 8) Identify machine defective components and parts and communicate this to Supervisor and Engineer.
- 9) Assist Supervisor and Engineer in commissioning of new machinery or re-commissioning of repaired machinery.

3 - Accountabilities

- 10) Read technical drawings, work orders and production schedules to determine product or job instructions and specifications.
- 11) Ensure that jobs are carried out as per schedule and steps stipulated in the maintenance job cards.
- 12) Use and place materials in an economical manner.
- 13) Performs work safely and utilizes safety equipment properly.
- 14) Understands and follow all yard safety rules and regulations.
- 15) Maintains quantum and quality of work set.
- 16) Maintains tools and equipment.
- 17) Maintains and upkeep housekeeping.
- 18) Follows instructions from his superior and carry out his tasks in a safe and productive manner.
- 19) Follows all safety procedures and report lapses, if any.
- 20) Perform any other assigned duties and responsibilities.
- 21) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Implementation & Supervision for the execution of maintenance strategy (the processes and work)
- Timely, quality and effective service provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Workers & Supervisors

Purpose: Complete assigned work in accordance with the trade discipline and the work critical path activity.

External: Client & Sub-contractors

Purpose: To cultivate safe work behaviors by identifying hazard at the workplace, risk assessment and control measures

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

- Technical Certificate in Machine Maintenance, Mechanical Maintenance or Electrical Maintenance. Or Machine Repair Apprenticeship.

Experience:

- 4 years of relevant experience diploma holders.
- Knowledge of fault finding and techniques.
- Knowledge of machinery, Hydraulic systems and electrical systems.
- Ability to read Technical Drawings.
- Knowledge of mechanical repair and maintenance.
- PTW System.
- Basic Computer knowledge (For report in daily activities)

Job Specific Competencies:

Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

ii. Technical Competency

- 1) Commitment to Qatar Shipyard Technology Solutions core values
- 2) Knowledge of shipyard operations
- 3) Verbal and written communication skills
- 4) Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	02
Date	21-Jan-2024

1 - Job Details

Job Title	Supervisor (Piping)		
Reports To	Foreman / Assistant foreman		
Division	Shipyard	Department	Operations
Section	Piping	Location	Ras Laffan
Direct Reports	Group Leader / Worker		

2 - Job Summary and Purpose

Plan, communicate and coordinate piping jobs on board and to meet set milestones in order to deliver the projects in safe and timely manner. The Piping Supervisor is a technical expert or production expert, responsible for the ground level implementation & supervision for the execution of work (the processes and work).

3 - Accountabilities

Key Accountabilities:

1. Create a daily plan of action to organize tasks to complete jobs effectively and within the allotted time. Lead all activities concerned with the piping works.
2. Ensure all necessary plant and piping equipment is maintained in a current operable and calibrated condition, and work crews are properly supplied with tools, equipment and materials.
3. Study the client job specifications, Preparing piping Job Scope, Preparing Man-Power allocation ,ordering required spares/Consumables,Raising the Sub -contractors request as per the requirement , attending internal/external Kick off meeting
4. Monitor and ensure completion of jobs based on plan and budgeted manhours and provide feedback to internal/external customer
5. Ensures compliance on quality, safety and environment requirements in accordance with the Integrated Management System Manual Preparing/briefing Lesson Learns to work force, submitting all piping Project Documents to QSA/Commercial.
6. Drive and implement process improvements to reduce assembly hours and build cost.
7. Study blueprints, sketches, drawings, manuals, specifications, or sample part to determine dimensions and tolerances of finished workpiece, sequence of operations, and setup requirements.
8. Foster an engaging culture of safe and productive work through role modelling Qatar
9. Ensure completion of the project within the agreed timeframe and manhours allocate.

3 - Accountabilities

10. Addresses additional manpower requirements to the section manager in order to allocate additional manhours needed.
11. Drive accountability directly related to working safely while adhering to company safety policies & procedures.
12. Prepare fit for purpose work Permits & Risk Assessments for the identification, control and/or mitigation of workplace risk.
13. Set a personal example of safe behaviour.
14. Resolve, analyse and solve manufacturing discrepancies, while interfacing with the quality team.
15. Employees should prioritize the wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice.
16. Performs other duties assigned.

4 - Key Result Areas

To deliver safe, high-quality, sustainable marine & offshore solutions leveraging on our capacity & technological expertise.

- Zero accident, Incident & Property damages
- Zero rework & customer claims
- Ontime delivery with budgeted manhours and limited resources
- Drive workforce with Knowledge, Engagement, Empowerment & Leadership to achieve Qatar

5 - Interactions and Working Relationships

Internal:

- Piping Section
- All Sections in Qatar Shipyard Technology Solutions

Purpose:

- To Educate piping Team towards Safety, Health, Environment , Quality &Security
- To implement HSSEQ Requirements with in Piping Team
- To Educate Piping Section about IMS
- To Ensure the completion of Assigned works to Piping

External:

- Clients
- Sub Contractors
- Service Engineers
- Surveyors

Purpose:

- To understand client requirements, update job status.
- To understand the Sub contractors / Service engineer requirements and to arrange accordingly
- For inspection of Piping Items

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

- A Diploma in mechanical engineering or Equivalent working experience and Qualified As a Group Leader or Senior pipe fitter / Senior pipe welder in shipyard and offshore & onshore projects.

Experience:

- Experience in Shipyard / new build / offshore work leading a team of pipe fitters / technicians etc.
- 6 years experience including 3 years as leading the team.

Job Specific Competencies:

i. Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

ii. Technical Competency

- 1) Isometric Drawing Interpretation Skill
- 2) P & I Drawing Interpretation Skill
- 3) General arrangement Drawing Interpretation Skill
- 4) Knowledge of the Marine Piping System
- 5) Knowledge of the CNC machine operation (Workshop production).
- 6) Knowledge of material standards JIS, API, ASTM, ASME, ANSI etc.
- 7) Computer Literacy – Microsoft Excel, Word, Power Point.

JOB DESCRIPTION

Version	01
Date	30 JAN 2024

1 - Job Details

Job Title	Maintenance Supervisor (Electromechanical Specialization)		
Reports To	Engineer / Foreman		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Group Leader Mechanical Fitter		

2 - Job Summary and Purpose

The maintenance Supervisor is a technical operations or production expert, responsible for the ground level implementation & supervision for the execution of maintenance strategy (the processes and work). The Supervisor oversees the execution of work and guides trade employees to ensure that the jobs assigned to the section are completed in a manner that is in accordance to the job specification and safety standards.

All staff are accountable for personal safety and for looking out for others, the Supervisor enables a safe work area and must be proficient in communicating information, risk management processes, reviewing safety system documentation, supporting & conducting safety & health investigations and reports

3 - Accountabilities

Key Accountabilities:

- 1) Apply skills and knowledge and ability to ensure target production throughput rate or objectives are safely executed in line with Section Plan, KPIs, Qatar Shipyard Technology Solutions Values and IMS system.
- 2) Demonstrate work behaviors consistent with company values and work within company policies, standards, procedures and any legislative requirements.
- 3) Reduce production variability through minimizing re-work and optimization of cost.
- 4) Adhere to health, safety, security and environmental policies, procedures, instructions and controls for the safety of self and others.
- 5) Ensure compliance to quality management procedures and controls to deliver high quality services and products.

3 - Accountabilities

- 6) Carry out trouble shooting and carry out necessary repair works on all electro-mechanical components of machinery in order to optimize 'availability'
- 7) Conduct performance tests on Plant and Machinery and highlight any irregularities.
- 8) Plan and maintain spare parts required.
- 9) Plan for the job and provide the SE/SM with inputs to the Work Schedule.
- 10) Ensure that jobs are carried out as per schedule and steps stipulated in the maintenance job cards.
- 11) Use and place materials in an economical manner.
- 12) Conduct root cause analysis on equipment failure.
- 13) Provide guidance to workers on requirements of maintenance activities.
- 14) Inspect and take care for tools, equipment, and consumables.
- 15) Ensure that good housekeeping is maintained at the workplace.
- 16) Apply for the relevant safety permits before starting work.
- 17) Monitor and supervise the work progress. Inform SM of work progress and problems areas.
- 18) Update P&M SAP module on regular basis.
- 19) To communicate upwards – training needs, process improvement suggestion and follow up on the implementation.
- 20) Encourage workforce under him to raise hazards report regularly as per Qatar
- 21) Any other assigned duties and responsibilities by his superior.
- 22) Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Implementation & Supervision for the execution of maintenance strategy (the processes and work)
- Timely, quality and effective service provisions
- Safety-zero harm

5 - Interactions and Working Relationships

Internal: Workers & Supervisors

Purpose: Complete assigned work in accordance with the trade discipline and the work critical path activity.

External: Client & Sub-contractors

Purpose: To cultivate safe work behaviors by identifying hazard at the workplace, risk assessment and control measures

6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

2 years Trade Course, specializing in Electro-Mechanics, from recognized Institute.

Experience:

- 2 Year of relevant experience for degree holders & at least 4 years of relevant experience diploma holders.
- Knowledge of fault finding and techniques.
- Knowledge of Machinery, Hydraulic systems and electrical systems.
- Ability to read engineering drawings and schematics.
- Knowledge of electro-mechanical repair and maintenance.
- PTW System.
- Basic Computer knowledge (For report in daily activities)

Job Specific Competencies:

Behavioral

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

ii. Technical Competency

- 1) Commitment to Qatar Shipyard Technology Solutions Core Values.
- 2) Computer Literacy (Microsoft Office/Excel/Power Point)
- 3) Project management skills.
- 4) Knowledge of Shipyard Operations.
- 5) Time management skills.
- 6) Analytical thinking skills.
- 7) Budget/business planning skills.
- 8) Presentation Skills.
- 9) Problem solving skills.
- 10) Negotiation skills.
- 11) Creativity.
- 12) Knowledge of Shipyard Operations.

JOB DESCRIPTION

Version	01
Date	30 JAN 2024

1 - Job Details

Job Title	Technical Coordinator – Lifting gear store		
Reports To	Head of Maintenance		
Division		Department	Plant & Maintenance
Section	Maintenance	Location	Ras Laffan
Direct Reports	Maintenance Engineer		

2 - Job Summary and Purpose

The Technical Coordinator – Lifting gear store is responsible for proper functioning of Lifting gear store including the periodical Third-Party certification of lifting gears and Equipment's. All work is executed to a high quality & auditable standard that is consistent with the company's integrated management systems and policies. a high level of trade skill and experience is demanded and is expected to be demonstrably applied to technical problems and monitoring of trades employees

3 - Accountabilities

Key Accountabilities:

1. Develops a deep understanding of the yard specific maintenance strategy and supports the Head of Maintenance in breaking strategy down into short to medium time horizon work plans and tactics. Supports the implementation of all aspect of the Maintenance Strategy
2. Maintain all Lifting gears that are under Lifting gear store.
3. Third-Party certification of all lifting and marine Equipments with coordination of end users and responsible departments.
4. Verification and record of all Third-Party certificates.
5. Maintain the inventory of Lifting gears and scrap those are not repairable as per the procedure.
6. Prepare and manage all spare parts required for the maintenance of the Equipment and related assets.
7. Support the Head of Maintenance in the preparation of maintenance strategies to reduce failure rates of equipment and improve maintenance KPIs.
8. Supervise subcontractors and ensure compliance with scope of work.
9. Lead and supervise maintenance technicians.
10. Prepare risk assessments and apply for the required permits.
11. Maintain maintenance records.

3 - Accountabilities

12. Communicate upwards – training needs, process improvement suggestions and follow up on implementation.
13. Schedule and prioritize work considering all available resources.
14. Demonstrate work behaviors consistent with company values and work within company policies, standards, procedures, and any legislative requirements.
15. Adhere to health, safety, security and environmental policies, procedures, instructions, and controls for the safety of self and others.
16. Ensure compliance to quality management procedures and controls to deliver high quality services and products.
17. Follow all safety procedures and report lapses, if any. Monitors yard facilities and reports to the Head of Maintenance, where necessary.
18. Takes corrective action on errors as defined in the IMS, as necessary.
19. Achieves Performance Indicators as defined
20. Maintains the SAP Module is maintained according to the schedule.
21. Implements and monitors compliance to department budgets and raises any requirement to deviate from them.
22. Monitors approved subcontractors.
23. Demonstrates leadership at a monthly section review meeting.
24. Supports execution of daily operations, making sure maintenance plans are met.
25. Contribute with timely updates and inputs such as lead and lag indication data to inform stakeholders to support internal decision making and performance review processes.
26. Model a collaborative and cross-organizational relationship within and between maintenance and operations and support functions to ensure alignment to desired high performance culture.
27. Drive a safety culture within the team through role modelling safety values and behaviors. Ensure compliance with health, safety, security and environment standards.
28. Ensure achievement of key performance indicators & address performance issues
29. Apply skills, knowledge, and ability to ensure people and resources enable production throughput rate to be safely achievable in line with Section Plan and KPIs in line with Qatar Shipyard technology Solutions Values and IMS system.
30. Drive high quality standards in the department to ensure all employees compliance to deliver high quality services and products and achieve customer satisfaction.
31. Performs any other assigned duties and responsibilities.
32. Employee should prioritize wellbeing of themselves and their colleagues while maintaining a safe and healthy work environment. Adhere to all health & safety protocols, participate in wellbeing & wellness programs, and promptly report any concerns regarding the wellbeing of oneself & others in order to foster a culture of best practice

4 - Key Result Areas

- Safe and efficient maintenance activities execute - preventive & corrective maintenance according to vessel stemming schedule.
- Availability of Lifting equipment's.
- Availability rates of equipment for operational effectiveness.
- Timely and effective service provisions to client vessel and projects.

5 - Interactions and Working Relationships

Internal: All Operations sections in Qatar Shipyard technology Solutions, HSE Sections, Plant & Maintenance

External: Ship/Vessel crew, clients, Sub-Contractors, Vendors and OEM

Purpose: To complete assigned jobs for departments as dispatched per operational need.	Purpose: To complete assigned jobs for department as dispatched per Qatar Shipyard technology Solutions need.
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1. 6 - Financial Authorities

- As per TOFA.

7 - Qualifications, Experience and Skills

Qualifications:

- A Diploma in Mechanical or its equivalent.

Experience:

- 6 years of relevant working experience in the industry.

Job Specific Competencies:

I. Behavioral Competencies

- 1) Drive Vision
- 2) Interactive Communication
- 3) Customer Centricity
- 4) Solution Oriented
- 5) Empower & Nurture Talents
- 6) Collaboration & Teamwork
- 7) Achievement Oriented

II. Technical Competencies

- 8) Perform shipyard maintenance operations.
- 9) Carry out facility management.
- 10) Planning and Organizing Skills.
- 11) Innovative and creative
- 12) Leadership Skills
- 13) Project Management Skills
- 14) Knowledge of Shipyard Operations
- 15) Analytical Thinking and Problem-Solving Skills
- 16) Budgeting/Business Planning Skills
- 17) Presentation Skills
- 18) Change Management Skills