

## **JOB DESCRIPTION**

**HVAC & Lighting Technician (Mechanical)**

**Operations Expansion & Startup Department**

**Onshore & Operations Support Group**



## **Job Description**

## **- HVAC & Lighting Technician - Mechanical**

### **Part A: Job Specification**

#### **Job Purpose**

- Responsible for performance and execution of operation, maintenance, trouble shooting, repair and modification of the assigned HVAC Systems.

#### **Reporting and Relationships**

- Reports to Qatargas assigned supervisor.  
**Internal**
- Regular contact with the Line department and other departments as required.  
**External**
- Periodic contact with external team as required

#### **Job Context & Major Challenge(s)**

- Works according to established operational procedures and standards. Must use own initiative in taking process corrective action and in acting accordingly during emergencies. Completed work is subject to spot-check by supervisor.



#### **Generic Accountabilities – All Employees**

##### **Safety Health & Environment**

- Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.

##### **Qatarization Program**

- Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.

##### **Firewall Compliance**

- Ensure all activities undertaken comply with anti-trust and competition laws and the Company firewall policies and procedures.

#### **Key Job Accountabilities**

1. Follow the System Completion activities during project phase (endorse B, C, E check-sheets, systems walkdowns, punch verification and close-out, start-up)
2. Carries out Maintenance activities on a day-to-day basis.
3. Performs preventive maintenance and corrective maintenance activities.
4. Performs trouble shooting and execute repair as necessary.
5. Performs modification and installation as required.
6. Ensures COMPANY's Policies and Procedures are always followed.

## Part B: Person Specification – Minimum Requirements

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### Qualifications

- Diploma Electrical Engineering, Technical Course or Trade Certificate.

### Knowledge and/or Experience

- Minimum eight (8) years' experience in the Operation, Maintenance and trouble shooting and repair of HVAC Mechanical Systems such as Compressor, Pumps, Ventilation, Blower, ducting, leak repair on the condenser/Evaporator and Freon recovery.
- Expert knowledge with MS office products and 3-6 years' experience in similar work.
- Good written and spoken English.

### Technical and Business Skills

### behavioural Competencies



SHE Understanding (2)	Quality/Quantity of Work (2)
Ethics and Integrity (2)	Planning and Organizing (2)
Trust and Empowerment (2)	Initiative/Commitment (2)
Teamwork/Supporting Others (2)	Interpersonal Skills (2)
Communication and Information Sharing (2)	Service Orientation (2)
Innovation (1)	Problem Solving (2)
Job Knowledge (2)	Supervising and Coaching Others (1)

## **JOB DESCRIPTION**

**Instrumentation Technician Operations  
Expansion & Startup Department Onshore &  
Operations Support Group**



## ***Job Description - Electrical & Instrumentation Technician - Offshore***

### **Part A: Job Specification**

<b>Job Purpose</b>	Carries out Electrical & Instrument preventive maintenance and troubleshooting in Offshore under the supervision of Foreman (this includes works on LV and HV motors, contractors circuit breakers, control stations, LV and HV switchboards and associated power and control wiring, cables, earthing circuits, Instrument loop checks, calibrations, cause & effect testing, etc..)
<b>Reporting and Relationships</b>	<ul style="list-style-type: none"><li>Reports to Foreman or Senior Technician. <b>Internal</b></li><li>Regular contact with the Operations Team <b>External</b></li><li>Periodic contact with external team as required.</li></ul>
<b>Job Context &amp; Major Challenge(s)</b>	<ul style="list-style-type: none"><li>The nature of the work is non-routine, in that each job is different and requires independent evaluation to establish the most appropriate course of action.</li><li>Works a 28/28-day rotation sequence, within 12 hours shift cycle in Offshore.</li></ul>
<b>Financial Dimension</b>	<ul style="list-style-type: none"><li>Nil.</li></ul>
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<b>Generic Accountabilities – All Employees</b>	
<b>Safety Health &amp; Environment</b>	<ul style="list-style-type: none"><li>Ensures all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.</li></ul>
<b>Qatarization Program</b>	<ul style="list-style-type: none"><li>Contributes to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.</li></ul>
<b>Firewall Compliance</b>	<ul style="list-style-type: none"><li>Ensures all activities undertaken comply with anti – trust and</li></ul>

### **Key Job Accountabilities**

1. Follow the System Completion activities during Offshore project phase (endorse B, C, E check-sheets, systems walkdowns, punch verification and close-out, start-up)
2. Works in full accordance with procedures, policies, and technical standards.
3. Experience with LOTO implementation and effectiveness (Electrical / Instruments)  
Responsible for common tools condition.
4. Responsible for safe work conditions for himself and personnel who work with him.
5. Prepares drafts reports on work performed (difficulties encountered, time spent, material used, etc.) in connection with work orders and / or interventions.
6. Implements modifications, improvements to existing installations.
7. Assists in training of newly recruited personnel.
8. Experience in installation, commissioning, start-up and preventive/corrective maintenance of Electrical, Field instruments & control valves. To include Mechanical completion walkdowns, punch list creation and categorization, loop-checking and cause and effect testing.
9. Maintains all electrical & Instrument and Control Systems at a high degree of operational availability.
10. Under the direction of the Foreman or Senior Technicians, receives Work Orders, Preventive Maintenance Routines, Safety Permits and appropriate engineering drawings and carries-out assignments.
11. Under the direction of the Foreman or Senior Technicians, carries out in a safe manner, field troubleshooting, calibration and replacement of Instrument devices.
12. Assists Senior Technicians in pre-commissioning, commissioning and start-up activities.
13. Assists Senior Technicians in minor Electrical & Instrumentation modifications.
14. Actively assists Senior Technicians in shutdown work and Tie-in Work.
15. Ensures that all work is carried in accordance with safe working procedures, safety permits and regulations



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## Part B: Person Specification – Minimum Requirements

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### Qualifications

- (12 years) Education followed by 2 years formal courses in electrical & Instrument craft.



### Knowledge and/or Experience

- 5 years electrical craft and maintenance experience in an Oil and Gas Processing Plant (that is ideally, not mandatory).

### Technical and Business Skills

- Fair knowledge of spoken and written English.
- Good interpersonal skill to work in a diverse international environment

### Behavioural Competencies

SHE Understanding (2)	Quality/Quantity of Work (2)
Ethics and Integrity (2)	Planning and Organizing (2)
Trust and Empowerment (2)	Initiative/Commitment (2)
Teamwork/Supporting Others (2)	Interpersonal Skills (2)
Communication and Information Sharing (2)	Service Orientation (2)
Innovation (1)	Problem Solving (2)
Job Knowledge (2)	Supervising and Coaching Others (1)

## **JOB DESCRIPTION**

**Technician (Mechanical) Operations  
Expansion & Startup Department Onshore &  
Operations Support Group**



## **Job Description**

## **- Technician - Mechanical**

### **Part A: Job Specification**

<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• Responsible for performance and execution of operation, maintenance, trouble shooting, repair and modification of the assigned HVAC Systems.</li></ul>
<b>Reporting and Relationships</b>	<ul style="list-style-type: none"><li>• Reports to Qatargas assigned supervisor.</li></ul> <p><b>Internal</b></p> <ul style="list-style-type: none"><li>• Regular contact with the Line department and other departments as required.</li></ul> <p><b>External</b></p> <ul style="list-style-type: none"><li>• Periodic contact with external team as required</li></ul>
<b>Job Context &amp; Major Challenge(s)</b>	<ul style="list-style-type: none"><li>• Works according to established operational procedures and standards. Must use own initiative in taking process corrective action and in acting accordingly during emergencies. Completed work is subject to spot-check by supervisor.</li></ul>
<b>Safety Health &amp; Environment</b>	<ul style="list-style-type: none"><li>• Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.</li></ul>
<b>Qatarization Program</b>	<ul style="list-style-type: none"><li>• Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.</li></ul>
<b>Firewall Compliance</b>	<ul style="list-style-type: none"><li>• Ensure all activities undertaken comply with anti-trust and competition laws and the Company firewall policies and procedures.</li></ul>



### **Generic Accountabilities – All Employees**

- Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.
- Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
- Ensure all activities undertaken comply with anti-trust and competition laws and the Company firewall policies and procedures.

### **Key Job Accountabilities**

1. Follow the System Completion activities during project phase (endorse B, C, E check-sheets, systems walk-downs, punch verification and close-out, start-up)
2. Carries out Maintenance activities on a day-to-day basis.
3. Performs preventive maintenance and corrective maintenance activities.
4. Performs trouble shooting and execute repair as necessary.
5. Performs modification and installation as required.
6. Ensures COMPANY's Policies and Procedures are always followed.

## Part B: Person Specification – Minimum Requirements

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### Qualifications

- Diploma Electrical Engineering, Technical Course or Trade Certificate.

### Knowledge and/or Experience

- Minimum eight (8) years' experience in the Operation, Maintenance and trouble shooting and repair of HVAC Mechanical Systems such as Compressor, Pumps, Ventilation, Blower, ducting, leak repair on the condenser/Evaporator and Freon recovery.
- Expert knowledge with MS office products and 3-6 years' experience in similar work.
- Good written and spoken English.

### Technical and Business Skills



### behavioural Competencies

SHE Understanding (2)	Quality/Quantity of Work (2)
Ethics and Integrity (2)	Planning and Organizing (2)
Trust and Empowerment (2)	Initiative/Commitment (2)
Teamwork/Supporting Others (2)	Interpersonal Skills (2)
Communication and Information Sharing (2)	Service Orientation (2)
Innovation (1)	Problem Solving (2)
Job Knowledge (2)	Supervising and Coaching Others (1)

## **JOB DESCRIPTION**

**Electrical Technician - Operations Expansion &  
Startup Department Onshore & Operations  
Support Group**



## ***Job Description - Electrical & Instrumentation Technician - Offshore***

### **Part A: Job Specification**

<b>Job Purpose</b>	Carries out Electrical & Instrument preventive maintenance and troubleshooting in Offshore under the supervision of Foreman (this includes works on LV and HV motors, contractors circuit breakers, control stations, LV and HV switchboards and associated power and control wiring, cables, earthing circuits, Instrument loop checks, calibrations, cause & effect testing, etc..)
<b>Reporting and Relationships</b>	<ul style="list-style-type: none"><li>Reports to Foreman or Senior Technician. <b>Internal</b></li><li>Regular contact with the Operations Team <b>External</b></li><li>Periodic contact with external team as required.</li></ul>
<b>Job Context &amp; Major Challenge(s)</b>	<ul style="list-style-type: none"><li>The nature of the work is non-routine, in that each job is different and requires independent evaluation to establish the most appropriate course of action.</li><li>Works a 28/28-day rotation sequence, within 12 hours shift cycle in Offshore.</li></ul>
<b>Financial Dimension</b>	<ul style="list-style-type: none"><li>Nil.</li></ul>
<hr/> <b>Generic Accountabilities – All Employees</b> <hr/>	
<b>Safety Health &amp; Environment</b>	<ul style="list-style-type: none"><li>Ensures all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations and standards.</li></ul>
<b>Qatarization Program</b>	<ul style="list-style-type: none"><li>Contributes to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.</li></ul>
<b>Firewall Compliance</b>	<ul style="list-style-type: none"><li>Ensures all activities undertaken comply with anti – trust and</li></ul>

### **Key Job Accountabilities**

1. Follow the System Completion activities during Offshore project phase (endorse B, C, E check-sheets, systems walkdowns, punch verification and close-out, start-up)
2. Works in full accordance with procedures, policies, and technical standards.
3. Experience with LOTO implementation and effectiveness (Electrical / Instruments)  
Responsible for common tools condition.
4. Responsible for safe work conditions for himself and personnel who work with him.
5. Prepares drafts reports on work performed (difficulties encountered, time spent, material used, etc.) in connection with work orders and / or interventions.
6. Implements modifications, improvements to existing installations.
7. Assists in training of newly recruited personnel.
8. Experience in installation, commissioning, start-up and preventive/corrective maintenance of Electrical, Field instruments & control valves. To include Mechanical completion walkdowns, punch list creation and categorization, loop-checking and cause and effect testing.
9. Maintains all electrical & Instrument and Control Systems at a high degree of operational availability.
10. Under the direction of the Foreman or Senior Technicians, receives Work Orders, Preventive Maintenance Routines, Safety Permits and appropriate engineering drawings and carries-out assignments.
11. Under the direction of the Foreman or Senior Technicians, carries out in a safe manner, field troubleshooting, calibration and replacement of Instrument devices.
12. Assists Senior Technicians in pre-commissioning, commissioning and start-up activities.
13. Assists Senior Technicians in minor Electrical & Instrumentation modifications.
14. Actively assists Senior Technicians in shutdown work and Tie-in Work.
15. Ensures that all work is carried in accordance with safe working procedures, safety permits and regulations



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## Part B: Person Specification – Minimum Requirements

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### Qualifications

- (12 years) Education followed by 2 years formal courses in electrical & Instrument craft.

### Knowledge and/or Experience

- 5 years electrical craft and maintenance experience in an Oil and Gas Processing Plant (that is ideally, not mandatory).

### Technical and Business Skills

- Fair knowledge of spoken and written English.
- Good interpersonal skill to work in a diverse international environment

### Behavioural Competencies

SHE Understanding (2)	Quality/Quantity of Work (2)
Ethics and Integrity (2)	Planning and Organizing (2)
Trust and Empowerment (2)	Initiative/Commitment (2)
Teamwork/Supporting Others (2)	Interpersonal Skills (2)
Communication and Information Sharing (2)	Service Orientation (2)
Innovation (1)	Problem Solving (2)
Job Knowledge (2)	Supervising and Coaching Others (1)

