

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.)

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| Position: | Mechanical Supervisor |
| Department: | Project & Technical Services (P&TS) |
| Work Location: | Libya – Various Sites |
| Line Manager: | ATC Project Manager |
| Rotation: | 7 Weeks ‘On-Time’ / 2 Weeks ‘Off-Time’ |

Job Summary: The incumbent will be responsible for the maintenance, installation and treatment/recovery work of equipment and machinery as well as the supervision of up to 25 mechanically trained personnel. The work requires sound judgment, bags of initiatives and an ability to resolve problems with alacrity. The individual would be expected to rapidly familiarise himself and become competent in the use of the Automated Tank Cleaning (ATC) unit and associated equipment. In time he would be expected to become the subject matter expert (SME) in all aspects of the ATC operation.

Key Duties and Responsibilities:

- Act as 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 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.
- Monitors the quality and compliance of work in accordance with job standards.
- Implements improvements, changes or new techniques or procedures.
- Supervises assigned personnel in all aspects of their work.
- Oversees inspection and maintenance of equipment and machinery.
- Performs duties of specific trades when necessary.
- Reads and interprets blueprints and wiring diagrams.
- Coordinates the activity between external & internal stakeholders, especially clients.
- Orders and purchases all equipment and tools which are relevant to fulfill the work.
- Estimates costs of various jobs.
- Maintains records of jobs performed, departmental charge codes and hours worked by employees.

Relationships: The Mechanical Supervisor falls under the umbrella of the P&TS Department and works directly to the ATC Project Manager. The incumbent is the primary link between the Site and the Project Office; he is the first point of contact with the client representative.

JOB SPECIFICATION

Work Experience: A proven track record with over 10 years experience operating as a supervisor within the mechanical domain is considered the basic requirement. Experience of working in North Africa within the oil and gas industry would be considered an advantage.

Education: Professional qualifications and/or certification in the mechanical field are required: membership of a professional body would be looked on favourably.

Skills/Competencies:

- Excellent grasp of the English language, able to communicate verbally and in writing.
- Thorough knowledge of the operation of low/high pressure steam boilers, heating systems and auxiliary equipment and tools, methods and practices used in their maintenance.
- An ability to generate comprehensive documents, such as site reports and drawings.
- Thorough knowledge of the occupational hazards and safety precautions involved in the operation of heating equipment.
- Ability to supervise the work of others.
- Ability to detect malfunctions in equipment operations and to effect repairs or take remedial action.
- Ability to interpret and work from plans, blueprints and sketches.
- An ability to influence and persuade others, through the use of logic and presence: convincing others to think and act in the best interests of the project.
- An ability to build rapport easily and to cultivate lasting relationships built on trust.
- An understanding of Health and Safety legislation.
- Highly computer literate: able to use, as a minimum, Microsoft Office.
- Highly organised, inquisitive with high standards in relationship to attention to detail.

Personal Attributes:

- A self-contained individual who is mentally robust and able to operate under pressure: determined and tenacious – able to force through change.
- Operating in a multi-cultural environment, will require a high degree of cultural empathy and awareness.
- Physically robust, able to operate in austere conditions.
- High moral standards, setting the example for others to follow.
- Open minded to change, new ways of working and to constructive criticism.
- A self-motivated individual who is able to pre-empt and resolve problems.

Prepared by: **M Hoellwarth (ATC Project Manager)** Date Revised: **13 November 2013**

Approved by: **H Freiler (P&TS HoD)**

Date Approved: **13 November 2013**

(Review: The Job Description is subject to review by the Company at any time and will be changed or revised as the Company deems appropriate.)