

SENIOR FOREMAN (MAINTENANCE)

Job Description / Responsibility

- ♣ 4 years of relevant experience in crane, machinery, heavy lifting equipment, etc maintenance and repair in shipyard or heavy industries; including at least 1 year in positions of managerial or supervisory responsibilities
- Job-Specific Knowledge & Skills:
 - ♣ Understanding of general mechanical drawing, mechanical process and sequence drawing
 - ♣ Skills to replace/repair/adjust major mechanical/pneumatic/hydraulic parts such as gear box, brake, drum, wire drum, coupling, hydraulic system, pneumatic system etc.
 - ♣ Ability to interpret mechanical/electrical and electronic diagram
 - ♣ Leadership skills
 - ♣ Communication and interpersonal skills
 - ♣ Team Management skills
 - ♣ Exposure to ISO 9001-2000 standards
- Day-to-Day Operations
 - ♣ Implement the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects, prioritization, planning, scheduling of work projects, adjusting work schedules in response to changing priorities and documenting and communicating information) for the purpose of maximizing internal customer service and efficient and effective operations.
 - ♣ Assign and supervise onsite day-to-day work, providing guidance to the machinery maintenance team and resolving related issues in order to ensure that the job is completed as per the work package, drawings, schedule and budget.
- Mechanical Maintenance Activities
 - ♣ Supervise the mechanical maintenance work such as repair work of (JIB, tower & different EOT cranes), machinery (pump, lathe and milling machines), heavy lifting equipment, diesel engines, air compressor in order to ensure the activities are completed as per timelines, established quality standards and as per the layouts and drawings prepared by the Engineer.
 - ♣ Carry out complex or difficult mechanical maintenance jobs and assist the Workers' in repair maintenance, fault findings, and monitoring parameters regarding wire rope and structural parts to ensure the timely resolution of complex problems and to facilitate learning and development of the team.
- Job Tracking and Reports
 - ♣ Review scheduling, planning charts, maintenance log book and documents and equipments used for mechanical repair work in the Production Support department and perform periodical inspections of the work site in order to track the progress of the repair work, identifying equipment and/or systems repair and replacement needs and make necessary adjustments and to report the status to the Production Support personnel.

- ♣ Provide recommendations to the Senior Foreman or Maintenance Engineer on the replacement of equipments/ machinery in the Production Support department, based on their life cycle and utilisation tracked in the maintenance log book in order to ensure proactive maintenance and replacement or spare parts, equipments, etc. as required.

Educational Requirements

Diploma in Mechanical Engineering

Experience Requirements

- At least 8 year(s)

Additional Job Requirements

- Age Below or equal to 40 year(s)
- Only males are allowed to apply.
- Gulf experience are preferable.
- Coordination
- ♣ Coordinate with the Senior Foreman/ Maintenance Engineer on all technical areas such as use of equipments, mechanical maintenance work process, technical sketches, etc. in order to ensure the workers are following the process and the layouts and drawings prepared.
- Material Requirements and Use
- ♣ Coordinate with the Maintenance Engineer or Senior Foreman if and when required by the Production Support department in order to ensure that material/ spare parts requirements are provided timely and accurately to complete job requirements.
- Preparing Reports
- ♣ Prepare daily reports on progress of mechanical repair jobs the Production Support department in order to keep the Senior Foreman aware of the progress and ensure the work is completed as per the schedule.
- Policies, Systems, Processes & Procedures
- ♣ Follow all relevant Production Support departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Quality, Health, Safety, & Environment
- ♣ Adhere to all relevant quality, health, safety and environmental procedures, instructions and controls in order to guarantee the safety of employees, quality of products/ services and environmental compliance can be guaranteed.