

## JOB DESCRIPTION

<b>Job Title</b>	<b>Inspector Lifting</b>		
<b>Grade</b>	D - 3	<b>Department</b>	Industrial Services Department (ISD)
<b>Section</b>	Operation – Lifting Division	<b>Location</b>	UAE / Qatar / Bahrain / Kuwait / Yemen / Syria / Oman / Iraq
<b>Reports to</b> <i>(Supervisor's Job Title)</i>	Operations Manager / Manager /Assistant Manager .....As assigned		
<b>Supervises</b> <i>(who)</i>	As specified by immediate head		
<b>Coordinates</b> <i>(with)</i>	All departments, external clients and etc.		
<b>Job Purpose</b> <i>(core responsibilities)</i>	<ul style="list-style-type: none"> <li>Responsible to conduct inspections activities in accordance with approved inspection plans and internal procedures.</li> </ul>		
<b>Job Competency</b> <i>(A combination of knowledge/education/qualification, experience, skills/behavior for a specific role)</i>			
<b>Education, Qualification &amp; Knowledge</b> <i>(Minimum Education: Graduate / Diploma / High School)</i> <i>(Preferred Qualification: Training / Post graduation)</i> <i>(Local Drivers License to perform certain task)</i>		<b>Experience</b> <i>(Minimum Total years of experience)</i> <i>Minimum years of experience in the specialized field)</i>	
<ul style="list-style-type: none"> <li>Diploma or Bachelors Degree in Mechanical Engineering or equivalent</li> <li>LEEA or other Lifting Equipment Training/Certification</li> <li>NDT Level II or equivalent</li> <li>Good Knowledge of ISO and international standards</li> <li>Professional Knowledge</li> <li>Business &amp; Industry Knowledge</li> <li>Valid local Driver's Licenses</li> </ul>		<ul style="list-style-type: none"> <li>8 years experience, in which: <ul style="list-style-type: none"> <li>5 years experience in lifting field (Crane Operator, Heavy Lift / Pipe lay, Heavy Machinery Operator, Lifting Operations / Lifting Equipment Regulations)</li> <li>Experience in Oil &amp; Gas, Petrochemical industries within GCC is an added advantage</li> </ul> </li> <li>Work experience in other recognized similar organizations (added advantage)</li> </ul>	
<b>Skills</b> <i>Technical &amp; General (Relates to the ability to perform well)</i>		<b>Personal Traits &amp; Attributes</b> <i>(Relates to qualitative aspects &amp; Personal Characteristics)</i>	
<ul style="list-style-type: none"> <li>A high level of practical skill.</li> <li>Customer Focus</li> <li>Interpersonal Skills</li> <li>Problem Solving</li> <li>Activeness Skills</li> <li>Attention to details</li> <li>Fluency in English language with excellent communication (written &amp; oral) skills.</li> <li>Good knowledge of computer relating to MS Office applications (Word, Excel, PowerPoint, Outlook, etc.)</li> </ul>		<ul style="list-style-type: none"> <li>Values and Ethics</li> <li>Stress Tolerance / Flexibility</li> <li>Networking</li> <li>Cooperation/Teamwork</li> <li>Analytical Thinking</li> <li>Providing General Consultation</li> <li>Physically Fit for work</li> <li>Enforcing Laws, Rules &amp; Regulations</li> <li>Regulatory &amp; Safety Compliance/Commitment</li> </ul>	



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## **Duties & Responsibilities:**

### **I Financial:**

- Compliance with the financial policies and procedures of the company.

### **II Operational:**

- Carry out inspections / training and duties within agreed authorities and to inspection standards as laid down by the Engineering Department.
- Plan and arrange all work related activities in an effective, timely and efficient manner.
- Provide, build and maintain excellent client relationships and ensure that all customer service standards are met.
- Act on behalf of the company, making full use of technical expertise, when required.
- Identify any possible business opportunities and advise all appropriate business areas.
- Maintain the highest level of quality control.
- Completes necessary procedures to satisfy licensing requirements, and indicates concurrence with acceptance or rejection decisions.

### **III Administrative:**

- Prepare and distribute inspection reports / training certificates in a professional manner within service standards.
- Prepares and/or maintains reports, files, and written correspondence related to the work.
- Ensure timesheets are completed correctly and signed off.

### **IV HSE & Quality:**

- Compliance to all applicable policies, procedures and work instructions as per QHSE, ISO & CMS standards and the legal / regulatory requirements.

### **V General:**

- Timely reporting.
- Compliance with company code of ethics.
- Compliance to contractual agreements.
- Cordial work relationship with colleagues.

Additional jobs may be assigned by the Superior or Senior Management.

Statements in this Job Description are intended to reflect in general the duties and responsibilities of the position but are not to be interpreted as all-inclusive.

These may be amended from time to time with changes in the organization or the job.