

Job Description – Team Leader – Piping Design

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures. This standard defines the tasks and responsibilities of the Team Leader for the project execution. The standard is valid for all Team Leaders in the Plant Design Department.

2.0 General:

The Team Leaders are the responsible project coordinators appointed by the Group Leader. They remain both technically and disciplinarily subordinate to the Group Leader during the project execution. Within the framework of project execution, they assume the task of performing their work packages at their own responsibility within the agreed cost, deadlines and quality objectives.

The Team Leader coordinates the work of the team members within their department or discipline and with other Team Leaders in close cooperation with the Project Manager.

All Team Leaders have the following duties:

- To read and care for all project requirements
- To participate on project review meeting when workflow issues and personnel planning are to be defined
- To request suitable resources

3.0 Tasks and Responsibilities:

The Team Leader shall also be responsible for, but not limited to, the following:

- Ensure compliance with respective client specifications and codes.
- Responsible for the technical coordination of with all disciplines related to the engineering effort.
- Participation as required in all design reviews.
- Assist in fabrication or construction support as required.
- Maintaining the project schedule and cost control within the bounds of their authority.
- Effectively communicate any needs including personnel or other resources to the department manager.
- Coordination of departmental and inter–departmental projects activities under recognizing the interfaces.
- The Team Leader is the contact person for the project manager for all departmental issues related to the project.
- Coordinates the decision making process for technical problems in the department and on projects.
- Support the development of the project execution schedule in sufficient detail to measure progress.
- Addressing concerns and problems towards project managers and the department manager. If required to issue the necessary design change notice and initiating the execution of the design change.

- Checking and managing the project deliverables in close coordination with the Group Leader.
- To provide regular project progress reports for the project manager.
- Supporting the Closeout Report of the project manager.
- Checking and elaborate the As-Built Documentation
- Providing the project documents for archival purpose after the project is terminated.

4.0 Education and Experience Required:

- Two year technical certification or equivalent experience
- Ten or more years industrial experience
- Two years experience with Intergraph PDS 3D modeling software

5.0 Skills Required:

- Knowledge of 2D and 3D CAD applications.
- Complete familiarity with Respective industry Codes / standards.
- Possess a broad understanding of each engineering discipline.
- Effective leadership skills.
- Effective computer skills; Microsoft Office software, Lotus Notes and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with all individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Moderate, 15% to 20%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must frequently climb to heights of 200 feet.

8.0 Department:

- Plant Design

9.0 Reports To:

- Group Leader

10.0 FLSA Status:

- Non-exempt

11.0 Direct Reports:

- None

12.0 HAY Grade:

- None

13.0 Approval:

- Manager: _____ Date: _____

- Employee: _____ Date: _____