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| Role Profile Title: | **Electrical Supervisor (ELV)** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Supervisor** |
| Job Family : | **M&E** | LAL Level: | **2** |
| Position Reports to: | **QaQc Manager** |
| BU / Project / Dept.: | **SEAC/ Project/ Electrical** |
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| **LEIGHTON ASIA**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for planning and monitoring daily construction activities as per method statements; achieving daily production targets through sub contracted staff; updating daily diaries & time sheets in an accurate and timely manner; driving adherence to quality protocols and HSE guidelines WITH THE OBJECTIVE OF implementing all project activities in a safe and timely manner in accordance with LAIO quality standards. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * M&A Construction Manager
* M&A Site Engineers
* Task team staff from other disciplines
* Material & Procurement team
* Environment team
* Commercial team
* Safety team
 | * Client representatives
* Sub-contractors
* Government regulatory authorities
* Statutory agencies
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Diploma in Electrical / Mechanical domain with relevant trade qualification license (Electrical worker license - A0 or B0)
* With valid Certificate as Electrician from Government certifying body
* Graduate of any related electrical courses or equivalent
 | * Total relevant experience: 7 years of experience in mechanical / electrical domains in complex projects
* Knowledge of LAIO and governmental regulations on HSE and environment
* Knowledge of LAIO quality guidelines, quality assurance of installation activities
* Knowledge of engineering, design and construction concepts and procedures
* Knowledge of project planning, monitoring processes
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| **BEHAVIOURAL SKILLS** |
|  (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role) |
| **Values & Business Ethics**Understands and adheres to the Company Values and Business Conduct | Level 1 |
| **Leadership Capabilities**Strategic Orientation – Is aware of and understands the strategy and persuasively communicates to the teamResults Orientation – Working to agreed goals and activities and dealing with challenges in a responsive and constructive wayCommercial Orientation – Understands how fundamental operational issues impact profitabilityCollaboration & Influencing – Proactively contribute to the work of the whole teamTeam Leadership – Consistently develops and sustains cooperative working relationshipsDeveloping People Capability – Provides specific guidance and support | Level 1 |
| **Personal Effectiveness**Self Management – Demonstrates self-awarenessAchievement Drive – Achieves objectives and constantly strives to do betterClient Focus – Responds quickly to client requests (usually internal clients)Teamwork – Assists others and works and part of a team | Level 1 |
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| Electrical services | ***Tasks:**** Review daily site plans and identify resource and equipment requirements. Coordinate with procurement and store to source adequate equipment and parts (mobile working platforms etc.)
* Check equipment conditions and machines for calibration aligned to electrical guidelines and installation methods statement
* Conduct daily briefing for team and allocate daily targets for work completion. Monitor daily progress against production plans and improve daily production by optimising resource utilisation
* Provide direction and technical guidance to team. Resolve operational issues escalated by team and drive timely resolution of complex issues by involving key stakeholders as needed

***Performance Indicators:**** Achievement of daily productivity target
* Adherence to project management plan
* Compliance with installation methods
* Delays in project implementation
* Adherence to the quality plan
 |
| Health, safety & environment (HSE) management | ***Tasks:**** Review HSE guidelines and procedures to be adopted for engineering installations methods. Incorporate safety procedures into daily and weekly plans
* Conduct site inductions, morning briefings on a daily basis and periodic training on adherence to GHI, safety protocols and key watch-out areas
* Monitor site activities for adherence to safety systems by team and subcontractor workers
* Conduct safety walks, analyse work environment, identify changes and escalate safety issues to Project Manager/ Site Engineer
* Authorize stoppage of work in case of high risk and drive resolution of issue. Re-assess the situation and initiate site activities as deemed fit

***Performance Indicators:**** Critical accident rate
* Adherence to safety plan
 |
| Risk management | ***Tasks:**** Identify operational risks (logistics, resources, safety, etc.) and Opportunities for Improvement (OFI) based on project plan review. Provide inputs at final design stage to minimize operational risks during installations
* Educate team on identified risks and add items to risk register for regular progress. Provide training to operators on managing risks, understand key concerns and incorporate into risk management plans
* Participate in risk management meetings and provide inputs for managing cross-functional risks

***Performance Indicators:**** Adherence to risk management plan
* Achievement of Opportunity for Improvement plans
 |
| Reporting | ***Tasks:**** Create accurate daily diary reports on work profile, resource and manpower utilization, production against program, problems faced and any deviations from contract terms
* Report individual utilization & work progress, trainings per worker etc. on a regular basis to supervisor
* Update the M&E engineer with documentation of specific work area and support M&E engineer in incorporating changes in weekly plans

***Performance Indicators:**** Timely and accurate submission of daily reports
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
|  Employee: |  |  |  |
|  Manager: |  |  |  |