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| Role Profile Title: | **Mechanical Supervisor**  | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **MEP Manager** |
| Job Family : | **Mechanical & Electrical** | LAIO Level: | **3.2** |
| Position Reports to: | **Project Manager** |
| BU / Project / Dept: | **SEAC/Philippines/Polaris Project/MEP** |

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| **Leighton Asia**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading construction and mining services provider. 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, Mongolia, the 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, organizing and delivery of the project ; assisting the overseeing of optimal utilisation of financial and non-financial resources; driving compliance with process guidelines and quality standards; adhering to Health, Safety and Environment (HSE) norms in all project activities; building and maintaining relationships with internal and external stakeholders WITH THE OBJECTIVE OF delivering M&E projects to the satisfaction of the client within financial and non-financial goals established for the project. |

**Key working relationships** (Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)

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| **Primary Audience (Internal)** | **Primary Audience (External)** |
| **Within the same function:*** Project leaders
* MEP team
* Construction team
* Engineering team
* Commercial team
* HSE team
* QA/ QC team
 | * Client representatives and field staff
* Sub-contractors
* Government authorities
* Suppliers
* Government regulatory bodies
* Consultants
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**Qualifications, Experience and Skills**

(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

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| **Qualifications** | **Experience** |
| * Bachelor’s degree of Engineering (Electrical or Mechanical)
 | * Total work experience: 15++ years of experience managing M&E projects
* Knowledge of project management, processes
* Knowledge of engineering, design and construction concepts and procedures Knowledge of financial processes
* Knowledge of risk management
* Knowledge of project engineering concepts
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioral Expectations for the descriptions of behavioral skills for the role) |

**Key Accountabilities** (List all areas of responsibilities, with key tasks and performance metrics defined)

| **Key Accountabilities** | **Key Tasks & Performance Indicators** |
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| Program Management | *Tasks:* * Study project charter and objectives; Gain an understanding of client requirements, financial / non-financial resources, risks and constraints etc.
* Review the Work Breakdown Structure (WBS) for relevant sections, divisions etc. created by team
* Anticipate assets and resource requirements for various sections / divisions of the project
* Coordinate with internal and external stakeholders, secure approvals and drive timely availability of resources (financial, non-financial)
* Monitor and review the deployment of assets to verify their optimal usage
* Conduct cross-functional meetings with multiple stakeholders to integrate their working, anticipate potential issues / risks (such as to cost overrun, safety of teams, environmental compliance)
* Resolve such problems / risks , mediate conflicts (e.g. between safety and commercial) and escalate issues to supervisor for timely resolution

*Performance indicators:* * Adherence to project schedules
* Adherence to timelines and quality standards of project deliverables
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| Commercial Management | *Tasks:* * Analyse commercial scope, cost estimates, profitability targets, cash flow requirements, reporting requirements etc. of project module/ assigned project with Commercial Manager
* Identify potential issues that could adversely impact commercial parameters (such as profitability, cash flow, etc.) and recommend mitigation plans to supervisor
* Coordinate with various internal functions (such as finance, engineering, project teams) and external parties (such as contractors, sub-contractors clients) for execution of project activities
* Raise escalations to supervisor as needed to secure financial resources in a timely basis
* Report current status and forecast future of key financial metrics on project to supervisor on an ongoing basis
* Identify sub-contractors for outsourcing activities and secure approval on the selection of final sub-contractors
* Negotiate technical / commercial terms and conditions with contractors and sub-contractors to optimise operational costs

*Performance indicators:* * Adherence to cash-flow requirements
* Adherence to project budgets throughout project lifecycle
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| Engineering management | *Tasks:* * Understand drawings submitted by the Engineering Manager (such as permanent works engineering, installation engineering) and develop a comprehensive understanding of the implications for the project
* Participate in regular design reviews (such as for constructability), understand end-products of Engineering (such as 3-D modelling) and direct project team members to deliver as committed
* Monitor plans and deliverables in line with Engineering plans and resolve on-going issues that may arise
* Review key deliverables for adherence to quality and design requirements

*Performance indicators:* * # of revisions being done on Engineering drawings
* # of errors / deviations that can be traced back to Engineering
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| HSE management | *Tasks:* * Incorporate HSE best-practices and norms in all operational activities and Standard Operating Procedures (SOP)
* Monitor compliance with HSE norms and guidelines and timely reporting of key metrics; Direct team to review deviations and track closure of non-compliances
* Oversee adoption of safety measures and safety practices through awareness sessions, training and participating in safety and strive-for-LIFE walks etc. across site
* Collaborate with team for identifying OFIs and identify preventive measures to avoid potential incidents
* Oversee smooth execution of inter-site and government safety audits; Provide relevant documentation and facilitate on-site inspection with support from Safety Officer; Monitor closure to non-compliances raised in audits if any

*Performance indicators:* * # of accidents / Class 1 incidents throughout project lifecycle
* No loss time injuries
* # of man-hours of accident free working
* No. of OFI identified vs. executed
* Adherence to STRIVE FOR LIFE walks schedule
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| Quality management | *Tasks:** Coordinate with Quality Manager and oversee the deployment quality management systems
* Drive adherence to quality policies, procedures, guidelines etc. in day-to-day project activities; Coordinate for training of team for capability building
* Review quality-related metrics and submit report of critical quality parameters to supervisor on a timely basis
* Provide guidance to team to rectify any quality-related issues in execution by project / sub-contractor
* Review reports by internal / external quality inspectors and verify that non-compliances are closed out as planned

*Performance indicators:* * # of non-conformances and non-compliances (NCs) reported
* % of NC closed out in time
* # of punch list items outstanding
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| Stakeholder management | *Tasks:* * Conduct periodic meetings with internal senior management staff to appraise them of developments on the project, highlight potential issues / risks proactively and to secure needed resources
* Network externally (informally and formally) with stakeholders to build relationships
* Conduct periodic meetings with clients on project status, discuss operational issues and drive resolution collaboratively
* Understand client expectations and align project delivery efforts to meet client requirements
* Coordinate for senior management engagement on project as needed to manage stakeholder expectations
* Conduct weekly meetings with sub-contractors/ Consultants to review day-to-day performance, escalate issues and improve service levels; Engage senior management to resolve complex issues as needed

*Performance indicators:* * Feedback from client/ sub-contractor/ consultant on project management
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| Risk management | *Tasks:* * Identify project risks and opportunities for improvement across multiple dimensions such as financial, operational, safety, commercial etc.
* Provide inputs for development of risk management framework and drive mitigation of class 1 risks as key priority
* Drive achievement against mitigation plans to minimise impact of identified risk
* Update of risk management register on a timely and accurate basis

*Performance indicators:* * Timely mitigation of risks as per plan (including class 1)
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| People management | *Tasks:* * Set objective goals, evaluate performance of subordinates and provide them regular feedback
* Identify performance gaps in subordinates and provide necessary support to close such gaps
* Recognise and encourage high performing subordinates
* Train and mentor subordinates on technical as well as behavioural aspects of their respective roles
* Provide opportunities to the team to develop their capabilities
* Resolve issues faced by subordinates

*Performance indicators:* * Attrition in the team
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| Safety, Health & Environmental  | *Tasks:** Oversee timely training of the project team and sub-contractor team on all HSE guidelines of LAIO and local governmental regulations; Oversee adherence of the project team to safety walks
* Review HSE reports received from subordinates on a weekly basis; Guide subordinates on addressing existing/potential concerns
* Cascade any company-level initiatives to project level; oversee implementation of the same through subordinates
* Address the team on a regular basis regarding the criticality of HSE in the organisation and its linkage with project success
* Provide strong & visible leadership of safety and drive commitment of project team to safety objectives

 *Performance indicators:* * % compliance with internal HSE guidelines
* % compliance with local HSE regulations
* Number of NCRs (non-conformance reports) and their timely clearance
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |