**Job Description, Roles, and Responsibilities (Commissioning Engineer):**

A Commissioning Engineer effectively coordinates, leads, and supervises the quality & commissioning process including contractual deliverables. Coordinate with all departments to ensure a smooth handover from construction through to commissioning and client hand over, including extensive follow-up with contractors, vendors, and the client site team.

**ROLES AND RESPONSIBILITIES**

* Coordination with ALL vendors for documentation (Test Scripts, MS, RA, SOO, DOO, O&M, Red Line Drawings)
* Attend weekly Commissioning meeting with vendors.
* Attend daily site Commissioning Meeting following Power On
* Issue Notifications of Energization (NoE) during Power ON phase
* Ensure the Calibration of ALL test equipment to be used is valid and in date.
* Oversee the correct implementation of the ESSW system including Lock Out Tag Out.
* Ensure registers are maintained for LOTO and related control measures (Lock Box, Authorized Persons).
* Coordinate with the site safety team to endure source of energy risks are covered in site awareness.
* Coordinate safety watch requirements for Commissioning activities.
* Coordinate room access control personnel for sign in, sign out registers and permit to work controls in Commissioning Areas. Assistance by Safety Team
* Ensure adequate safety signage is installed by the HSE team, including live warning labelling and contact persons for Electrical and Mechanical plant.
* Plan Mobilization dates and resources for 3rd Party vendors and commissioning contractors
* Coordinate and manage the Testing & Balancing team activities.
* Assist Engineering in developing the Equipment Tagging Register for Equipment Labelling (Traffolyte / SS)
* Coordination of vendors/engineering for all inter connections between packages (HW & SW)
* Liaise with the QAQC Inspectors for progress updates during the installation process.
* Liaise closely with the ELV Lead for EPMS/BMS readiness, per package as per the commissioning program.
* Coordinate vendors and sub-contractors to close their issues list and ensure, not to delay the commissioning schedule.
* Coordinate the closure of all Commissioning Issues raised in the CMS during FAT, L2, L3, SAT and IST
* Manage closely the static testing of MV & LV power cabling, ensuring the installation adheres to approved drawings. Any “To/From” deviations to be escalated immediately.
* Prepare and issue a weekly Commissioning Dashboard report.
* Prepare and issue a 2-week static and pre-functional testing look ahead program - To be updated and issued on a weekly basis.
* Acts as a champion for all policies and procedures and leads by example, particularly in the areas of work ethics, quality, health, and safety.
* Plan and arrange vendors to attend for System Level and Integrated System Testing Demonstrations
* Leads engineers involved in “hands on” System Level Testing and IST Demonstrations

**QUALIFICATIONS & EXPERIENCE:**

* Electrical, Instrumentation or Mechanical Engineer.
BS. Degree or Equivalent in work experience (10 Years) with a recognized trade certificate.
* 3+ years in area specific project experience.
* Multi-discipline understanding (Electrical & Mechanical, including ELV)
* Very good English language skills.
* Competent in the use of PC applications (Microsoft Office suit or equivalent).

**COMPETENCES:**

Technical:

1. Electrical, Mechanical and Control System Leadership & Management

2. Workplace Safety

3. Process Safety Management

4. LOTO Responsible Electrical Person (REP)

5. Development of Contractual Documents: Request For Quotation, Scope of Work, Commissioning Scripts

6. MS development and review

7. Contractor Management.

8. Static and Dynamic Equipment Testing

Behavioural:

1. Leadership

2. Teamwork

3. Strategic Thinking

4. Analytical Skills

5. Decision Making

6. Interpersonal Skills

7. Correct First Time Mentality