



TARTOUS CONTAINER TERMINAL

Job Description – Facility Superintendent, Engineering Department

TITLE	FACILITY SUPERINTENDENT
LOCATION	Engineering Department – Tartous Container Terminal, Syria
WORK SCOPE	To supervise, plan and control all aspects of facilities management at a modern container port.
SUBORDINATES	A team of Building Maintenance personnel varying in number according to requirements and growth of the port.
REPORTING TO	Engineering Manager.
QUALIFICATIONS	General Education to High School standard Higher Education and formal qualification to B.Sc. Degree standard in a civil engineering discipline. Formal qualifications in a trade related discipline such as Electrical Distribution, Civil Construction and/or road construction is preferred. Fluency and understanding of English language both spoken and written
EXPERIENCE	Previous experience in a responsible position within a building maintenance/construction department. Sound knowledge of all disciplines within the building maintenance function Familiarity with Syria electrical installation design codes/regulations. Sound knowledge of building regulations and codes according to local Syrian authority requirements. Previous practical experience within specified discipline
JOB CONTENT	<p>Job Function:</p> <ul style="list-style-type: none"> • Provide a high standard of maintenance and general repairs to the civil infrastructure of the port. • Understand and operate in a professional manner within an organized preventative maintenance scheme in accordance with company requirements to maximize the performance and safety of infrastructure. • Work safely and professionally under the guidance and orders of the Engineering Manager. • Control and manage the maintenance and repair of systems installed within the port complex. • Provide management reports as required to monitor the maintenance function performance. <p>Job Preparation</p> <ul style="list-style-type: none"> • Establish clear, formal and detailed work specifications inclusive of plans (where applicable); materials and schedules by which work must be completed by subordinate staff or external contractors. • Advise upon and liaise with site contractor(s) to communicate requirements and quality standards in keeping with company policy. <p>Inspection of Works</p> <ul style="list-style-type: none"> • Ensure the quality of work produced by subordinates and contractors is in accordance with company standards and acceptable in the event of any random spot check. • Liaise with the Engineering Manager as necessary in order to keep informed of progress, delays and any problems. • Inform the Engineering Manager of any problems regarding personnel and or contractor (s) which would detrimentally affect or be harmful to the company and or its personnel. <p>Health and Safety</p> <ul style="list-style-type: none"> • Maintain a detailed knowledge of the Port's Health & Safety policy and procedures, ensuring these are followed during the course of any work. • Ensure all tools and materials utilized during the maintenance function are suitable, safe and in accordance with relevant standards and company requirements. <p>Training</p> <ul style="list-style-type: none"> • Undertake formal training as requested either on or off the Port complex in order to improve abilities and skills. <p>Internal Reporting</p> <ul style="list-style-type: none"> • Meet on a weekly basis with the Engineering Manager to review and discuss on-going work and the scheduling of future work. <p>Budgets</p> <ul style="list-style-type: none"> • At the request of the Engineering Manager, assist with the preparation of the Civil Engineering Budgets.

	<p>Independent Research</p> <ul style="list-style-type: none"> • Remain open to new ideas and methods of working practices and solving problems. Investigate new products and prospective contractors. <p>Miscellaneous</p> <ul style="list-style-type: none"> • Critically appraise own function and suggest ways to improve performance to the benefit of the department as a whole. • Complete any other nominated tasks as requested by the Engineering Manager or company directors.
<p>SPECIALIST KNOWLEDGE:</p>	<p>Understanding of electricity, water and IT distribution systems inclusive of stand-by electrical generation plant up to 3MVA. Trained in precautions required for handling HV electrical systems up to 20kV. Knowledge of air conditioning and heating systems applicable to industrial buildings and equipment. Knowledge of formal preventive and corrective maintenance systems utilizing computerized systems for scheduling and material control. Knowledge and ability to work in AutoCAD for civil, architectural and utility services is preferred. Clean driving license essential. Computer literate and able to use standard software such as MS Word, Excel, Outlook, Access, PowerPoint and photo processing.</p>
<p>MEDICAL</p>	<p>A degree of physical fitness is required for climbing high buildings and structures. Good Vision – correction aids acceptable. No color blindness. No fear of working at height. No history of epilepsy. No history of cardiovascular conditions. No history of mental conditions.</p>