



SAIPEM has a vacancy for **Workshop Foreman**

**OBJECTIVE:**

Manage and maintain offshore equipment through coordination of the assigned team, ensuring the respect of HSE and Quality procedures and practices. Perform the maintenance activities for all onshore equipment present in the job sites, plants and maintenance bases, through the personnel assigned, ensuring that the maintenance is performed according with the specifications of the manufacturers and in line with the instructions received from the superiors and HSE procedures

**RESPONSIBILITIES AND DUTIES:**

- Manage site equipment, ensuring the continuous operation through ordinary/ extraordinary maintenance and repairs
- Coordinate the mechanical/ electrical team in order to ensure that the work is carried out in compliance with quality requirements and establish time schedules
- Ensure compliance with Company permit work system and isolation standard
- Ensure compliance with day Tool box meeting and JSA if required
- Report any near misses and incidents
- Maintain the working area in a clean and tidy condition and free from any safety hazard
- Intervene with own team to rectify MBD of the equipment
- Supervise and coordinate the personnel's work in order to ensure that work is carried out in compliance with quality requirements and established time schedules
- To make sure that all orders expressed verbally or in writing are understood and respected by the employees
- Manage/ coordinate and evaluate maintenance personnel's performance assigned
- Manage the equipment assigned to the workshop by ensuring continuous service through routine/ non-routine maintenance and/or repair maintenance and/or repairs
- To implement maintenance procedures and identify the best strategies to improve the reliability and increase the availability of the assets
- Stock the required quantity of spare parts in order to ensure continuity of work and planning
- To keep track of all the maintenance carried out to the equipment, monitoring activities, controlling costs and paying attention to the load and discharge of the material and spare parts used for repairs of equipment, in collaboration with the warehouse
- To make sure that all workshops and job site are clean and tidy to maintain a proper level of hygiene and safety
- Ensure compliance with safety procedures

**EXPERIENCE AND SKILLS:**

- At least 2 years' experience in the position.
- Experience in Asset & Equipment Maintenance.
- Vehicle Maintenance
- Extensive knowledge of heavy-duty equipment operation, maintenance and repairs.
- Ability to express ideas effectively orally and in writing, and to work from plans and procedures.
- Demonstrates strong leadership and supervisory skills, with the ability to motivate and guide a team effectively.
- Microsoft Word and Excel.

**EDUCATION:**

- GTI/GITC or GuySuco Training Center Port Mourant or Equivalent - Certificate in Internal Combustion Engines (ICE), Certificate in Electrical installation.
- At least 5 subjects at CSEC inclusive of Mathematics and English

Please send your resume with the subject "**Workshop Foreman**" to [saipemgcareers@saipem.com](mailto:saipemgcareers@saipem.com)

Please note, the closing date for applications is **September 15<sup>th</sup>, 2023.**

**Qualified candidates will be contacted.**