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| **Name:** | WORK PACKAGE COORDINATOR - REBAR |
| **Department:** | CONSTRUCTION |
| **Reports To:** | REBAR & PT INSTALLATION LEAD |

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| **RESPONSIBILITIES** |
| The Work Package Coordinator - Rebar (WPC-R) will: * Organizing, coordinating, and ordering reinforcement rebar for the entire project.
* Detailing and scheduling of pile reinforcements for the project.
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| **MAIN TASKS AND DELIVERABLES** |
| * Call in rebar for the project and manage deliveries.
* Check and issue up-to-date documents, schedules and drawings.
* Keep records of all issues of rebar drawings and Bar Bending.
* Schedules in preparation for rebar orders.
* Review quality records, test reports, and certify fabrication of various components of the project.
* Communicate and collaborate with Designers, Quality Field Inspectors, Weld Inspectors, Non-Destructive testers, Fabricators and Owner Representatives to evaluate design and fabrication details and resolve non-conformances.
* Advise on constructability issues.
* Utilize knowledge of departmental design standards and applicable engineering codes to review design/shop drawings and documents for conformance, and work with fabricators to ensure quality procedures are followed.
* Verify that the fabrication conforms to the detailed designs and technical requirements, and is suitable for construction.
* Prioritise scopes and allocate Work Orders.
* Take control of Work Orders (WO’s) and allocate scopes to relevant Technicians to develop risk assessments/permits.
* Organize work pack printing and manage work packs and daily progress tracking.
* Liaise with Supervisors, Coordinators and Schedulers with upcoming scopes.
* Provide recommendations and suggestions on designs as well as processes and standards.
* Understand and appropriately apply project technical criteria and requirements related to steel girder, pre-stressed concrete girder, bearing, and/or guide sign fabrication.
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| **QUALIFICATIONS** |
| * Bachelor’s Degree in Civil Engineering or technical program or similar.
* Minimum 3-5 years of experience directly related to oil and gas structure fabrication.
* Strong working knowledge in Microsoft Office Tools.
* Exceptional analytical, problem solving, planning, and organizing abilities.
* Strong interpersonal skills combined with a positive, team-oriented attitude.
* Preference will be given to those candidates with experience in fabrication and holders of recognized related quality certificates.
* Ability to prioritize workloads according to timelines and constraints.
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**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.