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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. |
| **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. |
| **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. |

**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.