

# Job Description

West White Rose CGS Project



SINOPEC DRAGADOS PENNECON

<b>Name:</b>	SHIFT LEAD
<b>Department:</b>	CONSTRUCTION
<b>Reports To:</b>	CONSTRUCTION MANAGER

## RESPONSIBILITIES

The Shift Lead (SL) will:

- To supervise and manage all CGS operations and activities related to the construction processes during the designated operating shift or specific areas of the CGS.
- To support corporate business objectives and ensure compliance with all safety, quality, and environmental standards, policies and regulations.

## MAIN TASKS AND DELIVERABLES

- Ensure safety of all employees and contractors working in operating unit or department by driving continuous improvement towards a true safety culture. This includes supporting all corporate safety programs; developing SOP's, identifying and eliminating hazards, and enforcing all safety rules.
- Ensure compliance with all standards and programs (safety, environmental, quality, maintenance and manufacturing policies and procedures) during the designated operating shift.
- Follow and support construction or departmental activities of the site business plan with minimal guidance, deploy and communicate goals, objectives and performance measures related to area of responsibility.
- Supervise employees within each department or SDP's team.
- Responsible for training, performance management preparation and communication of work schedules, and daily work assignments. Includes duties from staff and self-development, coaching, counseling on performance feedback, up to initiating and assisting with corrective action.
- Assist and participate with hiring, interviewing, selection and orientation process.
- Prepare detailed reports and maintain records and documentation according to guidelines in a timely and accurate manner.
- May participate in cross-functional teams, such as production meetings, safety committee and site business teams.
- Drives specific process improvement, cost reduction and continuous improvement projects, as directed.
- To supervise and manage all aspects of site operations and activities related to the construction processes during the designated operating shift or specific areas of site.
- Report promptly to appropriate managers/departments when upset conditions occur on shift or within area of responsibility. Take appropriate mitigating actions to ensure employee safety, site and environmental protection, product quality, and shipping schedules. Investigate causes of upset conditions to prevent re-occurrence.
- Ability to manage and work with outside contractors.
- Attend all supervisory training.
- Perform all duties in accordance with safety rules and regulations, including maintaining a clean and safe work environment.

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SNC-LAVALIN DRAGADOS PENNECON

## QUALIFICATIONS

- Degree or diploma in a related field, or a related combination of training and experience.
- 10+ years in construction environment.
- 2+ years supervisory/management experience
- Or any equivalent combination of experience and training that demonstrates the ability to perform the key responsibilities of this position.
- Knowledge of construction processes, continuous improvement processes and their effect on cost of production
- Knowledge of correct application of systems and processes that ensures continuous improvement (safety, maintenance, quality and manufacturing).
- Understanding of safety and environmental requirements.
- Ability to interpret and apply HR, Safety and Environmental policies and procedures
- Demonstrated oral and written communication and analytical skills problem solving skills.
- Ability to effectively manage time and resources.
- Ability to effectively implement change.
- Ability to develop effective partnerships within and outside of manufacturing
- Ability to interpret and apply corporate policies and procedures.
- Ability to motivate, coach, lead and train direct reports through daily job assignments, team meetings, etc.
- Ability to operate computer and supporting software programs.
- Ability to effectively manage conflict
- Ability to work a rotating shift schedule

**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.