

Job Description

West White Rose CGS Project



SINO-DRILL-PRODUCTION DRAGADOS PENNECON

Name:	DEPUTY COMPLETIONS LEAD
Department:	QUALITY
Reports To:	QUALITY MANAGER

RESPONSIBILITIES

The Deputy Completions Lead (DCL) will:

- This position will ensure quality documentation related to the work is completed, compiled, validated and tracked to closure and finally handed over to Husky in the form of MRB's. It will also take on the development role in Completions for future opportunities to support and lead Completions.

MAIN TASKS AND DELIVERABLES

- Coordinate Completions deliverables with the Construction/Engineering /Quality/Subcontractor teams including close out and sign-off punchlist items;
- Expedite Completions deliverables;
- Ensuring CGS components for turnover and completion are transitioned in a timely and organized manner;
- Managing completion punch lists and ensuring timely completion of outstanding work and TO documentation;
- Providing input into weekly and monthly reports with regard to the status of system completions;
- Coordinate walk-downs of completed scope at site between Construction /Engineering /Quality team and Client representatives;
- Coordinate the acceptance of Completions documentation including, but not limited to, Mechanical Completion Certificates, Punchlist, Static and Dynamic Commissioning Certificates, Handover certificates, etc.

ONSITE DOCUMENTATION

- Control and Assemble MRB's (Turnover books) from all of the records maintained.
- Work closely with package engineers, construction, quality coordinators to ensure documentation meets all requirements and is complete and accurate.
- Review all documentation for completeness before scanning & structuring into the MRB format. i.e.; all ITP's signed off complete, NCR/TQ records and logs up to date, redline drawings stamped/signed, reports and other documents signed and dated, all applicable documents received as per the approved table of contents.
- Maintain an overall tracking for onsite works in terms of MRB compilation and provide progress to Quality Manager.
- Ensure turnover documentation is received from the onsite subcontractors in a timely manner. Regular visits to onsite subcontractor offices to ensure documentation is available and being completed. Ex; batch plant, concrete test lab.
- Ensure timely handover of these MRB's to the client.

OFFSITE DOCUMENTATION (FABRICATION SHOPS)

- Review MRB's and ensure as portions of the work are complete that the full time inspectors at the shops have validated (stamped/signed) that all documentation related to the work is complete and accurate.

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SNC-LAVALIN DRAGADOS PENNECON

- Create and maintain an overall tracking for Fabrication shops in terms of MRB compilation. Compilation started, not started, ongoing, etc. and provide progress to Completions and Quality Managers on a weekly/biweekly basis.
- Record, circulate and monitor all drawings/documents received from the clients, engineering office and/or vendors.
- Prepare transmittals of drawings/documents for submission to the client/sub-contractor.
- Request drawings/documents for distribution.
- Assist in the preparation and issuance of maintenance documentation.
- Develop drawing/document distribution matrices for accurate distribution to SDP personnel, subcontractors, suppliers and vendors.
- Ensure more current set of drawings/documents are being utilized by auditing & reconciling SDP drawing logs to owner supplied drawing logs.
- Maintain an index of all original documents stored at off-site storage.

QUALIFICATIONS

- Bachelor of Engineering (Civil/Mechanical) or an equivalent combination of education, training and experience.
- 10 years' experience on large construction type projects in performing procedural development and turnover activities.
- Experience in assembling and maintaining MRB's/Turnover Dossiers, developing indexes for these as per project specific requirements.
- Experience in creating and maintain tracking & progress reports etc.
- Experience in creating and maintaining walk down packages, and creating/maintaining master punch list log of all items generated on walk down.
- Experience with inspection and test plans;
- Working knowledge of Certifying Authority;
- Working knowledge of auditing construction QA programs; and
- Working knowledge of incident investigation / root cause analysis considered an asset;
- Experience supporting the delivery of completions packages for large civil and mechanical projects; with technical as well as construction and commissioning experience considered an asset;
- Experience with construction of CGS / GBS projects, specifically involving CGS construction, Mechanical Completions of Ballast system considered an asset;
- Computer background including experience with MS Office.
- Strong communication skills, confident interacting with key contacts in verbal, written and electronic form.
- Able to identify problems/issues and generates solutions and makes sound decisions using standard procedures.

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.