

POSITION TITLE	Technical Superintendent	DIVISION	Technical Department
REPORTS TO	Technical Superintendent – Team Leader	DIRECT REPORTS	As per org structure
PRIMARY LOCATION	Dubai, UAE	INDIRECT REPORTS	As per org structure
PRIMARY OBJECTIVE			
Ensure the safe, efficient and economical technical performance of all ships in compliance with Class and International statutory and other mandatory requirements assigned by Line Manager.			
KEY ACCOUNTABILITIES			
Key Result Area	Major Activities/Deliverables	Performance Measures	
Technical	<ul style="list-style-type: none"> Supervise daily operational activities of all assigned vessels, assist/monitor colleagues during their periods away from office. Keep the Line Manager advised on a regular basis about vessel operation, budgetary performance and any untoward incidents on vessels in the fleet. Assists with preparation and technical management of the operating and capital budgets for assigned vessels. Coordinate with the Procurement Department related to supply of spare parts of all vessels, considering the opportunities for replenishment in respect to the trading commitments of the vessels so as to provide for the most economical supply. Works with the purchasers to identify cost savings through innovative supply chain management. Ensure all maintenance is performed to a high standard and as per manufacturer's recommendations. Ensure adequate promotion and implementation of company's health, safety, environment and quality policy on board the vessels related to technical. Liaise with HSEQ to ensure all safety standards are met across the fleet. Monitors vessel condition through regular on board inspections. Drives all technical related mobilisation activities, refits, dry-docking & major repairs. Plan for repairs and dry-docking of the vessels at suitable regular intervals. Train and supervise the team providing general guidance to the team with day to day operational involvement. Monitors PMS and / revises standard jobs, work orders, new patches etc. as 	<ul style="list-style-type: none"> Quality and timely service provided Satisfactory audit of the vessels Satisfactory HSEQ compliance Evidence of cost savings Breakdown 	

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	<p>necessary.</p> <ul style="list-style-type: none"> • Works closely with the Workshop Superintendent to ensure all maintenance activities are handled safely and to best practice internally with a reducing focus on outsourcing works to third parties as the workshop matures. • Any other duties assigned by the Line Manager. • Close out of all requisitions raised in coordination with the Procurement Department within the allotted time frame • In-charge of planning and execution of all dry-docking activities within budget limits • Monitor/track technical cost as per approved budget 	
Development of project solutions	<ul style="list-style-type: none"> • In conjunction with HSEQ Manager, Assistant Procurement Manager, Operations Managers, etc... provide conceptual solutions for Port office projects as required. 	
Standards and Governance	<ul style="list-style-type: none"> • Undertake visits to port POM vessels with a view to reporting on the general fabric condition, maintenance history and competence of the on-board crew as above. • Assist with delivering safety messages as required during site or vessel visits and contribute to the development of a positive safety culture. 	
Financial Management	<ul style="list-style-type: none"> • Maintain, monitor and report budgets throughout Technical activities where appropriate will require close working relationships with Technical staff, purchasing and financial controllers. 	
Crisis Management and Business Continuity	<ul style="list-style-type: none"> • If required assist in emergency management situations and provide technical input to resolve the issues. 	
Limits of authority / Freedom to Act	<ul style="list-style-type: none"> • Authorised to commit expenditure within approved budget and up to authorised expenditure levels 	
Common Standards		
Manages and Professional Staff	<p>As a manager or professional staff member in the P&O Maritime Services, you are required to meet a number of common standards of behaviour, accountabilities and outcomes which include but are not limited to;</p> <ul style="list-style-type: none"> • Managing safety and the effective implementation of the P&O Maritime Services Safety and Environment System within areas under your control. • Acting on hazards when they are reported, ensuring safety is implemented in 	

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	<p>planning and performance management processes</p> <ul style="list-style-type: none"> • Reinforcing correct safety behaviours, reporting all hazards and incidents and completing assigned actions. • Comprehensively familiarising yourself with, staying up to date with and ensuring compliance with all Company policies. • Identifying and managing risk within your area of responsibility and ensuring P&O Maritime Services' interests are protected at all times. • Ensuring all areas within your control are free of harassment and discrimination. • Understanding, committing to and complying with the organisation's Social Responsibility Policies. • Regularly communicating with your staff, peers and others, ensuring their understanding of company objectives and aspirations and other information. • Managing your own performance and the performance of any employees who report to you in a positive, constructive and proactive manner. • Developing or supporting the development of future leaders for your business, department or function and ensuring your personal skills and the skill base for all employees under your control is continually maintained and updated as required. • Proactively managing any cost centres you are responsible for, ensuring appropriate but challenging budgets are set and achieved. Ensuring cost-consciousness at all times in the execution of your responsibilities. • Maintaining excellent relationships with and delivering against internal and/or external customer expectations. • Ensuring your personal behaviour is consistent with company values and the company code of conduct at all times. • Maintain awareness of and compliance with company Quality Control / Compliance policy 	
<p>Employees</p>	<p>As an employee of P&O Maritime Services, you are required to meet a number of common standards of behaviour, accountabilities and outcomes which include but are not limited to;</p> <ul style="list-style-type: none"> • Reporting all hazards and incidents and completing any actions assigned to you • Taking responsibility for your own safety and that of others. • Complying with all safe work practices. • Ensuring that you do not harass, victimise, discriminate against, vilify or bully any 	

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	<p>other employee or anyone else that you interact with in the course of your employment.</p> <ul style="list-style-type: none"> Familiarising yourself with all Harassment and Workplace discrimination policies and procedures and ensure their compliance in the conduct of your duties. Managing your own performance to ensure you meet the ongoing requirements of your role. Maintaining excellent relationships with and delivering prompt, accurate and efficient service to both internal and external customers. Carrying out your work in a conscientious and proficient manner. Asking your manager if you are unsure of a course of action you are about to take. Ensuring your personal behaviour is consistent with company values and the company code of conduct at all times. Supporting the development of fellow employees who are learning a new skill. Maintain all files and records in an accurate manner to ensure ease of retrieval of information 	
HSEQ	<p>Compliance with P&OM Management System which include but is not limited to:</p> <ul style="list-style-type: none"> HSEQ and other policies The PPE Procedure Incident Management Procedure Emergency Response Plans Risk Management Control of Document and Record 	<p>100% implementation of P&OM policies and procedures such as:</p> <ul style="list-style-type: none"> HSEQ and other policies Applicable PPE requirements Timely reporting of incident and ill-health Drill programme Risk assessments relevant to the tasks the department is involved in The reporting requirements including the maintenance of records, retention and disposal procedures
	<ul style="list-style-type: none"> Use of Stop Work Authority (SWA) if you feel that your safety, or the safety of others, is at risk during a task 	<ul style="list-style-type: none"> Use of SWA if needed
	<ul style="list-style-type: none"> Reporting of all identified hazards using the Safety Observation Card (SOC) or the Defect Reporting System 	<ul style="list-style-type: none"> Number of SOCs raised or defect reports as appropriate

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Others	<ul style="list-style-type: none"> To assist other department as and when required. 	
SELECTION CRITERIA		
Qualifications	<ul style="list-style-type: none"> Class 1 Marine Engineer COC or Class 2 with relevant recent experience (appropriate Course qualifications, time as Class / HM Surveyor / Ship Repair Manager). Merchant Navy only as no equivalents will be acceptable. Business/management qualifications would be an advantage 	
Experience	<ul style="list-style-type: none"> Previous experience as Technical Superintendent for a minimum of five years is essential. Previous experience on commercial vessels over 500 GRT is essential – ideally harbour tugs, AHTS and offshore vessels but deep sea will also be considered due to the broader approach. Ability to travel at short notice to augment other company activities and provide coverage as required. Knowledge of ISPS, ISM, Flag State and Classifications Society procedures and regulations. Working knowledge of Microsoft Excel, Word and Outlook is essential. Knowledge in other MS Office package such as Power Point and Project would be an advantage. People management skills preferably gained from working in a multicultural environment in the UAE. Proven track record in intermediate and special dry dockings, ship repair, mobilizations and in water repairs. Strong Commercial awareness and ability to interact with and satisfy client requirements. Budget planning and routine budget reporting processes. 	
Key attributes	<ul style="list-style-type: none"> Positive and solution focused attitude with a clear goal based approach to problem solving. Well-developed communication, interpersonal and negotiation skills Ability to represent the Company and build good relationships with customers, shipyard management and/or suppliers Strong analytical and problem solving skills Ability to work closely with management teams and develop solutions to their satisfaction Good leadership skills 	

Employee Name		Signature		Employee ID	
Manager Name		Signature		Date	

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