

Job Title:	Supervisor Technician
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Job Purpose:	<p>Operate and maintain construction and diving equipment in accordance with the Asset Technical department and project objectives.</p> <p>To oversee the work of a team of technicians and ensure allocated tasks are completed in a safe, timely and efficient manner.</p> <p>To undertake adequate communication in line with the Company's requirements both onshore and offshore in an effective and timely manner.</p> <p>To be the line manager for their allocated team of technicians.</p> <p>To ensure all relevant paperwork associated with their task is completed.</p> <p>When on Company vessels the Supervisor Technician will report to the Vessel Chief Engineer or Vessel Chief Pipelay Engineer as required and be responsible for the maintenance of all the equipment within his control, repairs, ordering of spares and the upkeep of suitable records.</p>
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Reporting lines and interactions:	
Hierarchically reports to:	Technical Resource Manager
Operationally reports to:	Vessel Chief Engineer / Vessel Chief Pipelay Engineer / Plough Superintendent
Directly supervises:	Senior Technicians, Technicians, Deck Mechanics, Pipelay Motormen, Pipelay Operators, Basket Operators as required
Key interactions (internally, externally):	Onshore Equipment Superintendent, Diving Supervisor, Offshore Construction Manager

Job Scope (budget, management, specific criteria):	
<ul style="list-style-type: none"> • Preparing and updating planned maintenance schedules for OOS plant and equipment • Ensure planned maintenance system is updated on a regular basis with information on breakdowns/faults, parts renewed etc. • Monitor offshore technicians onboard the vessel, to ensure that the fixed diving/pipelay equipment, cranes and OOS plant is fully operational and efficiently maintained in accordance with Company standards and relevant legislation • Liaise with Vessel Chief Engineer / Vessel Chief Pipelay Engineer and/or Onshore Equipment Superintendent to ensure: <ul style="list-style-type: none"> - They are satisfied that maintenance is being carried out on the diving/pipelay equipment systems, cranes and OOS plant to required Company standards - Adequate technical advice is given concerning the diving/pipelay equipment systems, cranes and OOS plant • Maintenance, modification and repair work to the vessel diving, fixed pipelay systems and cranes required to be performed during port calls, lay-ups or dry-docking shall be agreed between the Supervisor Technician and Vessel Chief Engineer in consultation with the onshore Equipment Superintendent and shall be included in the Scope of Work list • Repair and maintenance of cranes as appropriate to specific vessels • Ensure the location and status of all OOS plant is tracked and logged using the planned maintenance system and also produce planned maintenance worksheets for distribution and action to the relevant 	

technicians

- Review utilisation records and liaise with the end users to ensure adequate repair and maintenance work is performed
- Ensure that any damaged/faulty equipment is removed from service and isolated and the line manager and relevant Onshore Equipment Superintendent informed
- Prior to the commencement of the project the Onshore Equipment Superintendent shall:
 - Ensure that a pre-mobilisation check of all relevant machinery has been performed
 - Assist in mobilisation as required
- Review equipment reports from operators and evaluate information received, and pass all recommendations for improvements to Vessel Chief Engineer and/or Onshore Equipment Superintendent
- Liaise with stores and/or third-party suppliers to ensure timely forwarding of critical spares and equipment and maintain stock onboard
- Ensure that an adequate stock of consumable supplies is maintained for equipment
- Identify class and survey requirements for equipment. Liaise with certification authorities to arrange surveys and receipt and maintain file records per Company standard
- Ensure all procedures, risk assessments and work instructions for certification, pressure testing etc. are kept up to date
- Review the Safety Notices, Fleet Management Circulars files and the Business Management System Amendment file in the current version of the OOS Business Management System CD-ROM, upon joining and re-joining the vessel
- Update any drawings to support modification proposals ready to submit to the relevant onshore Equipment Superintendents in accordance with the TechnipFMC Offshore Management of Change Procedure, HSE-071
- Ensure adequate documented handovers take place, both at shift change (facilitated by technical log book) and crew change (including end of trip report copied to onshore and offshore line management)
- Organise contractor/supplier visits to vessel during port calls as required
- Schedule leave rotas for technicians working under his control with onshore approval in liaison with Offshore Personnel Services
- Liaise with the end users to ensure correct utilisation of the equipment
- Be aware of the correct emergency response to any equipment failure within their control and familiarise the technician team with same, ensuring all technicians are familiar with emergency drill procedure
- Ensure the team of technicians are fully briefed on work scopes and understand their duties
- Ensure performance appraisals of technicians are completed annually as a minimum using the correct format and guidance provided by Offshore Personnel Services
- Participate fully with TechnipFMC competency scheme
- To communicate with OOS management on personnel and operational issues
- Attend morning and management meetings as required
- Ensure toolbox talks take place and are documented
- To ensure trainees are properly trained and mentored
- To ensure appropriate training and personal and career development needs are met for the personnel in their team
- Speciality Requirements – Diving
- A Supervisor Technician, either electrical or mechanical, has reporting and functional responsibilities to the Vessel Chief Engineer. In addition, during diving operations, he has a direct operational reporting line to the Diving Supervisor and the Offshore Construction Manager
- The Supervisor Technician shall not have maintenance carried out, or take off line operational

equipment, either directly or indirectly related to the work in hand, without the approval of the on-shift Diving Supervisor, or where appropriate the Life Support Supervisor

- The Supervisor Technician shall assist in the preparation, control and monitoring the dive system budget
Speciality Requirements – Plough
- During ploughing operations, the Supervisor Technician may be required to pilot the plough
Speciality Requirements - Hyperbaric Welding
- The Supervisor Technician working on hyperbaric welding spreads will be reporting to the Habitat Welding Supervisor and shall be responsible for the electro-mechanical operations of habitat, pipe handling frames and all directly associated pipe welding equipment, e.g. Roberts cutters, electro/hydraulic power, door seals, heater, preheat, Regen, equipment and hand power tools, emergency breathing apparatus, hyperbaric welding bladders etc.

Competency (Staff Level 3)

Drive for Results

- The ability to constantly achieve results within defined timeframes. The drive to do things better and complete against a standard of excellence

Customer Focus

- Understands and meets the needs of customers – internal and external as appropriate

Continuous Improvement

- Continuously strives to improve the performance of self and others, and uses innovative methods to achieve this

Personal Effectiveness

- Has the capacity to change and improve and displays high levels of personal credibility and integrity

Strategic Awareness

- Has an awareness of the organisation's strengths in the market and competitive position in the market place? Takes an active part in communicating and acting on local objectives and strategies

Team Working

- The ability and determination to build and maintain an excellent working relationship based on a demonstrated respect for others and a willingness to work co-operatively

Personal Qualities

- Good organisational skills
- Ability to command respect from subordinates
- Good communications skills
- Good technical acumen
- Problem solving ability
- Good spoken/written English
- Ability to work under pressure

Leadership Behaviours

- Role model – setting an example
- Sound judgment which is thoughtful and action oriented
- Accountability, transparency and trust

- Understanding personnel and their needs
- Collaborating effectively to deliver results
- Planning and organising what has to be implemented
- Communicating what's to be achieved, and why
- Preparedness to take tough decisions
- Identifying priorities and remaining focused on outcomes
- Motivating others and acknowledging achievement
- Empowering and supporting others to build capability
- Showing loyalty and keeping commitments

Main accountabilities:

N/A

Qualifications (professional, technical, academic):

Essential:

- Appropriate electrical or mechanical trade qualification (City & Guilds Level 3, NVQ Level 3, SVQ Level 3 or Equivalent)

Preferred:

- Valid offshore safety/survival course
- Valid offshore medical certificate

Typical background and experience required:

Essential:

- Extensive Offshore experience in related field

Nice to have:

- Proven man management skills
- Management training
- Safety leadership training
- ORCA training

Additional information:

N/A