JOB PROFILE

**TITLE:** DESALINATION PLANTS SUPERINTENDENT

(post Collective Agreement dated December 2014)

**REPORTS TO:** SENIOR MANAGER OPERATIONS

**FUNCTION:** 1) The day to day management, control and operation of all company Desalination Plants, related sea water pumping installations, ancillary equipments, and any new plants under the control of the company; to manage and supervise staff and contractors employed therein.

2) The planning and supervision of maintenance and repair works, undertaken at the plants and to engage in inspection, diagnostic, calibration and testing works in order to rectify faults and anomalies arising in the plants.

**DUTIES:** 1) To supervise personnel under his/her charge and ensure that all plant operational procedures are properly carried out. This includes responsibility for starting up/shutting down as well as the normal running procedure for all plants and equipments.

1. To inspect plants and monitor the SCADA system in relation to the operation of the plants and ancillary plants.
2. To ensure that all plants are working to within established design levels or parameters and that anomalies are identified and promptly rectified.
3. To monitor plant data and output and ensure that MMF filter backwash/replacement, cartridge filter replacement and membrane cleaning is completed in good time to ensure that optimum plant output is maintained.
4. To ensure that readings etc are taken and recorded and that any anomalies, breakdowns or malfunctions are reported to the Senior Manager Operations.
5. To undertake quality assurance procedures and testing of equipment including laboratory tests and instrument calibration (on and off plant).
6. To requisition and ensure the proper and safe use of chemicals and chemical laboratory equipment and water treatment materials.
7. To undertake quality control chemical and physical analyses of the seawater, feed and product water.
8. To undertake specialist maintenance and repair work as and when necessary working hands on when required.
9. To supervise and manage maintenance and repair procedures on the plants undergoing repairs and overhauls and to ensure the availability of all required resources, including spare parts.
10. To issue and keep records of the site store and ensure that essential plant spares and chemicals are available to meet operational requirements.
11. To provide estimates for works, monitor, control and account for delegated budgeting and financial matters.
12. To manage and control the transfer of product water from the plants to the Waterworks.
13. To assume responsibility for the security of the plants’ complexes and keep control of departmental keys.
14. To write reports and assist senior staff with the collation/submission of operating data, information and personnel records.
15. To ensure that personnel under his/her charge, be them company or contracted, comply with plant, equipment and tools safety procedures and good working practice; adhere to safe working practices and proceedings and any other special instructions in force. Also report to his/her line manager any breach of good order, unsatisfactory workmanship or insufficient output of work.
16. To ensure that the complexes, workshops, plant rooms and buildings, offices, land etc under his/her responsibility are kept clean and tidy and secure.
17. To manage the personnel under his/her charge, authorising leave, maintaining records of attendance, leave etc and prepare time sheets.
18. To liaise with other sections of the Company, Government and other bodies and to undertake other duties, which may be required from time to time, and to ensure at all times that the customer gets the best possible service.
19. To engage and work with outside contractors as necessary in the undertaking of his/her duties.
20. Will be required to participate in an on-call/duty roster as necessary. This roster requires the operation of the plants during the weekend, and Public Holidays, the covering of emergencies and after hour work.
21. The plants operate on a 24/7 basis and will be required to work overtime as necessary to undertake operations and/or repairs of an essential nature required to keep the plant operational.
22. To drive company vehicles in connection with the performance of his/her duties.
23. To implement new working procedures as directed.
24. To undertake other appropriate duties which may be required from time to time by the Managing Director or his/her representative.