



# POSITION PROFILE



<b>Position Title:</b> Commissioning Specialist	<b>Location:</b> Client Project Work Site	
<b>Reports To:</b> Commissioning Lead	<b>Safety-sensitive Position:</b> Yes	
<b>Supervises:</b> None	<b>Revised Date:</b> June 2017	
<b>Bounds of Authority:</b> As specified by Commissioning Lead	<b>Print Date:</b> 18/09/2017	*P1/3

## Primary Responsibilities & Duties

### Primary Responsibilities:

- Work with Project Team, third-party contractors and Vendor representatives to ensure Contract requirements for commissioning of equipment and systems/subsystems are met and properly documented to achieve a quality product in accordance with cost and schedule constraints
- Work with Project Team and third-party contractors to ensure all integrated systems completions / commissioning work is executed safely and project goals for HSE are achieved
- Execute, monitor and oversee execution of discipline specific systems completions activities; provide guidance, training and overview to Vendor representatives and third-party contract workers
- Ensure all Punch List Items are identified and resolved by appropriate parties

### Primary Duties:

HSE	<ul style="list-style-type: none"> <li>• Promote/adhere to all Project work site-specific safety policies, procedures and practices; communicate awareness of safety related items to Commissioning Team</li> <li>• Ensure records of all Project work site-specific safety and environmental training (including site orientation) for Commissioning Team are kept and available for audit purposes</li> <li>• Implement, practice and communicate appropriate systems, processes and procedures such that project, corporate and legislative standards are met or exceeded</li> <li>• Plan and participate in Project work site safety drills and exercises including emergency response</li> <li>• Ensure commissioning activities meet and integrate with Project work site requirements for, emergency response, health &amp; safety, legal stipulations, environmental policies and general duty of care</li> <li>• Actively participate in weekly site inspections, safety meetings and environmental processes. Monitor progress of any required corrective actions to eliminate hazards</li> <li>• Ensure accidents/incidents (including spills) are promptly reported, investigated and all required corrective actions taken to eliminate recurrence</li> <li>• Assist Commissioning Lead conduct weekly Audits on implementation, awareness and performance of Project work site safety policies, procedures and practices; monitor any required corrective actions for improvement</li> <li>• Practice and communicate Behavior Based Safety/Work Observation Process at Project work site as proactive approach to achieve 100% safety performance by focusing on preventative measures to protect Commissioning Team from hazards &amp; risks</li> <li>• Practice and communicate risk assessment processes (e.g. JSA, FLHA etc) which are fundamental to reducing likelihood of accidents/incidents at Project work site and a key area to promoting safety improvement</li> </ul>
Commissioning	<ul style="list-style-type: none"> <li>• Lead and participate in commissioning acceptance processes including walkdowns and Punch List Item generation and resolution</li> <li>• Participate and provide input to Factory Acceptance Testing (FAT) and Site Integration Testing (SIT) plans and schedules for major equipment</li> <li>• Ensure utilization of Systems Completion Database for tracking, certification and quality purposes. Monitor and verify proper database population of engineering parameters, Check Records and verification criteria for relevant equipment</li> <li>• Provide commissioning input for equipment specific safety and operability reviews</li> <li>• Assist development of Turnover and System Commissioning Dossiers (TSCD), commissioning procedures and participate/lead functional and inspection checks, start-up and operating procedures, leak and loop testing etc</li> <li>• Provide guidance and participate in activities concerning Mechanical Completion, Static Commissioning, Dynamic Commissioning and Turnover of commissioning systems/subsystems</li> <li>• Provide Project site leadership to ensure safe execution of systems/subsystems mechanical completion and commissioning activities</li> <li>• Review Manufacturer Record Books, equipment/facility start-up and operating documents to determine initial fills, spare parts and special tool requirements</li> <li>• Interact and align with Commissioning Leads for seamless transfer of care, custody and control of facilities</li> </ul>

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		



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Project Management	<ul style="list-style-type: none"> <li>Provide basis to capture work progress assessments against Commissioning Baseline Schedule</li> </ul>
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## Key Performance Indicators (KPI)

Area	Strategy	KPI
HSE	Leading/Lagging Indicators	<p>Leading Indicators</p> <ul style="list-style-type: none"> <li>Tool Box Talks attended (Target daily)</li> <li>Safety meetings attended and participated (Target weekly)</li> <li># Formal work place inspections attended (Target 2 per month)</li> <li># Behavior based safety observations submitted (Target 2 per week)</li> <li># Pre-job Safety Meetings lead (Target all applicable)</li> <li># Emergency response exercises participated (Target all scheduled)</li> <li># FLHAs completed prior to performing work (Target always)</li> </ul> <p>Lagging Indicators</p> <ul style="list-style-type: none"> <li># Training certificates expired (Target zero)</li> <li># Accidents/incidents (Target zero)</li> <li># Vehicle incidents and property damage or loss (Target zero)</li> <li>Prompt reporting of accidents/incidents and spills (Target all)</li> <li># SWPs read and understood (Target all)</li> <li># Substance abuse violations (Target zero)</li> <li>Abide by all Client and Paradigm HSE requirements on Client work site (Target all)</li> </ul>

## Qualifications & Experience

- Certifications (Academic, Professional): Power Engineer or Professional Engineer
- Experience (Role and Industry Specific): 10 years work experience; 5 years leading start-up activities

## Technical & Organizational Competencies

<ul style="list-style-type: none"> <li>Forward Thinking</li> <li>Ability to identify &amp; resolve potential problem areas</li> <li>Change Agility</li> <li>Works Collaboratively</li> <li>Communicates Effectively</li> </ul>	<ul style="list-style-type: none"> <li>Excellent Service-to-Client Attitude</li> <li>Strong organizational Skills</li> <li>Technical Professional Skills</li> <li>Drives for Results/deadlines</li> <li>Safety-minded</li> </ul>
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## Working Conditions

NA – Not Applicable, Occasional – Up to 1/3 <sup>rd</sup> time, Frequent – Between 1/3 <sup>rd</sup> - 2/3 <sup>rd</sup> time, Constant = Greater than 2/3 <sup>rd</sup> time	
<ul style="list-style-type: none"> <li>Operating Equipment: Constant</li> <li>On-call: Frequent</li> <li>Walking: Frequent</li> <li>Keyboarding: Occasional</li> <li>Driving: Frequent</li> <li>Sedentary/Sitting: Occasional</li> </ul>	<ul style="list-style-type: none"> <li>Climbing: Frequent</li> <li>Travel: Frequent</li> <li>Shift Work: Constant</li> <li>Bending/Crouching: Frequent</li> <li>Keeling/Crawling: Frequent</li> </ul>

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**Remarks / Comments:**

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