



POSITION PROFILE



Position Title: Commissioning & Start-up Administrator	Location: Client Project Work Site	
Reports To: Commissioning Manager, Start-up Manager	Safety-sensitive Position: Yes	
Supervises: None	Revised Date: June 2017	
Bounds of Authority: As specified by Commissioning Manager, Start-up Manager	Print Date: 18/09/2017	*P1/3

Primary Responsibilities & Duties

Primary Responsibilities:

- Perform administrative responsibilities in support of Commissioning and Start-up activities
- Play active role in Client Project Health, Safety and Environmental (HSE) culture; make safety a natural part of work performed
- Knowledgeable of Client and Paradigm HSE policies and procedures; perform assigned duties in safe manner
- Assist Commissioning and Start-up Manager implement, manage and maintain effective staffing plans to ensure work proceeds without disruption

Primary Duties:

HSE	<ul style="list-style-type: none"> Promote/adhere to all Project work site-specific safety policies, procedures and practices; communicate awareness of safety related items to Commissioning and Start-up Teams Ensure records of all Project work site-specific safety and environmental training (including site orientation) for Commissioning and Start-up Teams are kept and available for audit purposes Implement, practice and communicate appropriate systems, processes and procedures such that project, corporate and legislative standards are met or exceeded Plan and participate in Project work site safety drills and exercises including emergency response Ensure commissioning and start-up activities meet and integrate with Project work site requirements for, emergency response, health & safety, legal stipulations, environmental policies and general duty of care Actively participate in weekly site inspections, safety meetings and environmental processes. Monitor progress of any required corrective actions to eliminate hazards Ensure accidents/incidents (including spills) are promptly reported, investigated and all required corrective actions taken to eliminate recurrence Assist Commissioning and Start-up Managers conduct weekly Audits on implementation, awareness and performance of Project work site safety policies, procedures and practices; monitor any required corrective actions for improvement 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 & risks 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
Administration	<ul style="list-style-type: none"> Coordinate travel and accommodation arrangements at Client Project site for Systems Completion Team, visitors and Vendors Coordinate travel and accommodation arrangements at Fabrication Yard and Vendor FAT sites for Systems Completion Team Maintain training records for all Systems Completion Team personnel Assist Turnover and Acceptance Coordinator to support seamless transfer of care, custody and control of facilities Assist development of Turnover and System Commissioning Dossiers (TSCD) Organize and minute daily work progress/authorization meetings, weekly HSE Meetings and various workshops Help with utilization of a computerized Systems Completion Database to facilitate equipment tracking, certification and quality to Project specifications Maintain safe and healthy work environment by following and enforcing established project procedures relating to HSE Control all Systems Completions documents, records and files utilizing Systems Completion Database Assist Systems Completion Manager, Commissioning Manager and Start-up Manager with regular reporting of systems completion progress including actual and forecast cost

	Authorization (Name & Signature)	Date
Candidate:		
Paradigm:		



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Key Performance Indicators (KPI)

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

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

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

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Remarks / Comments:

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