



JOB DESCRIPTION

Buildings/HVAC Lead [Off-Plots] – Shared Resource

North Field Expansion Project (NFXP) - Onshore

Major Projects Group

Job Description Buildings & HVAC Lead [Off-Plots] - Shared Resource

Part A: Job Specification

Job Purpose

- Responsible for overseeing the EPC Contractor in delivery of all aspects of Building Services and HVAC design within the approved scope, budget, and schedule.
- Ensures technical requirements such as project specifications, data sheets, procedures, etc. developed during EPC fully comply with NFE onshore project requirements.
- Provide clear guidance to the EPC contractor and facilitate resolution of technical issues to meet project objectives and milestones.
- Monitor discipline EPC schedule and progress.
- Supervise equipment procurement and testing to ensure compliance with project and industry standards.
- Oversee the commissioning activities to ensure installed design is adequately tested and ready for start-up.

Reporting and Relationships

- Reporting to Civil & Structure Head – Shared Resource

Internal

- Regular interface and collaboration with Civil & Structure Head - Shared Resource and other discipline Leads and engineers. Interactions with Interface Department, Operations Advisors and Project Engineers within the NFE Onshore Project organisation.
- Frequent contact with Construction, Quality, Operations, SEQ, and QG Engineering departments as required.

External

- Regular interactions with EPC Contractor, Vendors, subcontractors, and engineering/specialist consultants.
- Occasional interaction with QE/RLIC on technical and property application matters.

Job Context & Major Challenge(s)

- The position is dynamic and requires high commitments and discipline.
- Work activities will occur in multiple office locations and onsite
- Work activities and execution in a brownfield environment
- Activities occur in a multi-cultural and multi-national environment which requires professional conduct and proper office protocol.

Financial Dimension

- None or as defined for this job level in the Delegation of Authority during FEED / EPC Phases.

Generic Accountabilities – All Employees

- Safety Health & Environment**
 - Ensure all activities are undertaken in compliance with Company Safety, Health and Environment and Quality policies, regulations, and standards.
- Qatarization Program**
 - Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.
- Firewall Compliance**
 - Ensure all activities undertaken comply with anti – trust and competition laws and the Company firewall policies and procedures.

Key Job Accountabilities <i>(Max 10, each unique, exclude generic)</i>
<ol style="list-style-type: none"> 1. Provides Building Services/HVAC engineering knowledge, design, quality assurance and leadership to drive the execution of engineering deliverables in accordance with project specifications and to the execution schedule. 2. Leads the PMT Building Services /HVAC engineers to drive the preparation and stewardship of engineering scope of work in EPC contract. Supports EPC contractor counterparts, to provide clarity and direction to complete quality deliverables on time. 3. Communicates Building Services/HVAC performance through monthly engineering surveillance reports with the appropriate metrics and KPIs 4. Provides leadership to drive decisions for Building Services/HVAC issues to progress the execution of the project. Drives alignment and decision making between stakeholder groups. 5. Maintains close liaison with members of Engineering Team and alignment with the Engineering Manager/ Civil & Structure Head on project engineering needs, objectives, and requirements 6. Manages EPC Contractor's Building Services/HVAC activities including validation of personnel numbers, qualifications, and experience; usage of appropriate design tools, including computer hardware and software; adherence with all project objectives, requirements, specifications, standards, procedures, execution plans and design verification processes 7. Understand interdisciplinary dependencies to be able to make judgements on overall technical decisions having multi-discipline impacts. Applies risk management techniques to facilitate decision making. Communicates key technical issues and risks to management to facilitate decision making 8. Manages the review of detailed Building Services/ HVAC deliverables in support of fabrication and construction activities, works closely with area managers to deliver to project milestones 9. Clear understanding of change management process and leads team to document and justify and manage risks associated with design change 10. Develop, review, and amend various policies and procedures to ensure that all Building Services & HVAC engineering references are up to date and relevant.

Part B: Person Specification – Minimum Requirements

Qualifications

- Bachelor’s Degree in mechanical, HVAC or Building Services
- Professional registration with accredited Regulatory Body desirable (PE, C.Eng., EUR ING, or equivalent)

Knowledge and/or Experience

- Minimum of 15 years’ experience in EPC projects within Building Services / HVAC discipline including detailed design, procurement, construction, and commissioning phases
- Minimum 5 years in lead engineer position
- Building Services / HVAC experience with industrial building design including:
 - Electrical Substations and Battery Rooms,
 - Instrumentation & Control Rooms,
 - Office & Administration Buildings,
 - Warehouses and Storage Buildings,
 - Temporary Construction & Camp Facilities
- Experience in large Oil & Gas Facilities, Lump Sum EPC
- Experience in large Building Services/ HVAC design in Middle East environment an advantage

Technical and Business Skills

- Excellent written English and verbal communication skills.
- Excellent interpersonal skills.
- Ability to work independently and as part of a team
- Experience working in multicultural environments.
- Experience as Client representative an advantage
- Fluent with common software applications including Microsoft Office, SharePoint, etc

Behavioural Competencies

SHES Understanding (4)	Quality/Quantity of Work (4)
Ethics and Integrity (4)	Planning and Organizing (3)
Trust and Empowerment (3)	Initiative/Commitment (4)
Teamwork/Supporting Others (4)	Interpersonal Skills (3)
Communication and Information Sharing (3)	Service Orientation (3)
Innovation (3)	Problem Solving (4)
Job Knowledge (4)	Supervising and Coaching Others (3)

Reviewed by : **Head of Compensation & Policy**

Approved by : **Human Resources Manager**

Signature : _____
Date : _____

Signature : _____
Date : _____

Agreed by : **Department Manager**

Signature : _____
Date : _____