

Title	Project Engineer
Job Opportunity Code	GR-PPR03-21
Department	Implementation
Reporting to	Department Manager
Main Location	Elefsina, Greece
Final Submission Date	07.02.2021, 17:00 GMT+2

## Part 01 / Job Description and Purpose

The position was mainly established for the purpose of supporting the Implementation Team. In general, the Project Engineer manages the execution phase of the projects, following the handover from the Proposals Team. The candidate will be required to combine technical knowledge and common sense in order to provide assistance and support to the Team. Gradually, the candidate will interface with major national and international customers and will be assigned the preparation and execution of, often complex, high value engineering projects. Through time, the Project Engineer may be required to take full responsibility with physical presence, on-board, during the mobilization, execution and demobilization phase. It is essential that the person is able to prioritize and delegate work and ensure that the allocated tasks are accomplished on time and accurately. Co-ordination with the Project Manager and a number with important contacts (i.e. Offshore Manager, client, client reps, etc.) during the project execution is often required.

### Important Note

As part of your role, you will be handling sensitive information in terms of company's private information and thus you will be granted a higher user security clearance. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero-tolerance policy for security violations.

## Part 02 / Major Responsibilities

- Project preparation
  - Documentation preparation according to Client requirements
  - Review of documentation from tendering phase up to final documentation
  - Review and check of:
    - Survey data (GIS data, SSS, SBP, magnetometer, etc.)
    - Geotechnical documentation, cable routes & BAS
    - Project schedule
    - Project related certification
  - Preparation of Method Statements (RAMS) and Detailed Engineering Studies (Dynamic, static analysis, etc.)
  - Ensure all information, maps and documents are prepared and available for the initiation of the project
  - Research of all materials to be used for the project (e.g. uradacts, bend restrictors, etc..)
  - Coordination with company's subcontractors
  - Preparation of Activity Plan
  - Review of project documentation according to Client comments
- Project Execution
  - Participation in:
    - Kick off Meetings

- HAZID/HAZOP meetings
- Communication with clients
- Preparation and/or monitoring of Daily Progress Reports (DPR)
- Preparation of reports regarding as per client/internal requests
- Project monitoring on board the vessel (as per internal planning and request):
  - Offshore Project monitoring (from mobilization to installation and demobilization)
  - Constant communication with Offshore Manager & Project Manager
  - Preparation of project site memos/reports, documentation, tracked time-schedules (MoC, JSA, Technical Incident reports, Defect reports, DPRs etc.)
- As-built
  - Receive project data (survey, videos, SCADA etc.) on a daily basis
  - Receive and review of logbook notes and comments
  - Data correction as needed
  - Preparation of final as-built documentation and drawings
  - Preparation of project's lessons learnt
- Admin
  - Ensure that all project documentation is properly filled in company's internal documentation management system
  - Ensure that company's internal project structure is followed
- QHSE
  - Adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all ASSO Group policies, guidelines and procedures;
  - Complying with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- Overseas travelling in line with business requirements;

## Part 03 / Position Requirements

### 03.1. Education & Training

*(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)*

- A higher university degree in Engineering, if possible supplemented by basic project management skills;
- Clear and effective oral and written communication skills in English language;
- Additional working knowledge of other foreign languages, (e.g. Italian, German, French etc.) are not prerequisite but are to be considered as extra skills;
- Proficient knowledge of Microsoft Office, Microsoft Project, Microsoft PowerPoint required;
- Proficient knowledge of CAD (2D, 3D suite or Inventor) software required;
- Additional working knowledge of subsea design suites (e.g. MacaiPlan suite, EIVA, QGIS, Global Mapper, Qinsy) etc. are not prerequisite but are to be considered as extra skills;
- Additional working knowledge of further engineering (FEM) software, such as Orcaflex, are not prerequisite but are to be considered as extra skills;
- In the event the candidate is a male, he must have completed military services;

### 03.2. Experience

*(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)*

- 2-5 years related engineering experience;
- Other working experience in similar positions is under consideration as well;

### 03.3. Skills & Personal Qualities

*(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)*

- Respecting of the importance of confidentiality, as the candidate will be dealing with Client's confidential information;
- Strong client focus and ability to represent the company properly;
- Ability to act as a team player, willing to give additional input as and when required to meet client-based deadlines, often at short notice;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;
- Ability to perform multiple tasks and respond to emergency situations effectively;
- Flexibility in work habits and work schedule;
- Maintain good working relationships with other employees;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Attention to detail and ability to work simultaneously on multiple priorities;
- Adapt and be flexible to changing priorities;
- Accurate and pays attention to detail;

### 03.4. Decision Making & Problem Solving

*(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)*

- Tasks are diversified and follow a wide range of standardized slightly complex procedures;
- Tasks are considered semi-routine and may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Incumbent works on assigned objectives and may work occasionally independently on special projects;
- Candidate must possess problem solving skills and ability to troubleshoot in a logical manner;



### 03.5. Supervisory & Management Responsibility

*(Job responsibilities in regards to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)*

- No direct or indirect reports;

### 03.6. Independence of Action

*(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)*

- Occasional supervision required;
- Candidate would work along on routine work and will check with supervisor only when in doubt;
- Production generally precedes a check on the quality of work;
- Established methods and procedures are clearly established and general instructions provided;

### 03.7. Consequence of Error

*(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)*

- Errors are both discovered when work is checked in succeeding operations;
- Errors related to technical aspects and misleading understanding, have a strong impact on financial aspects and thus are considered as loss to the organization;

### 03.8. Confidentiality

*(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)*

- Frequent contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect;

### 03.9. Contacts-Internal & External

*(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)*

- Contacts of importance are not a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;
- Excellent communication skills are required, both written & oral, when dealing with others;

- Clear and effective oral and written communication skills in English language;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – Regular contact with outside peers, however, procedures and standards are established and are to be followed;

## Part 04 / Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- To promote equality as part of the job and to treat everyone with fairness and dignity;
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Asso.subsea policies, guidelines and procedures;

## Part 05 / Work Schedule

- The Project Engineer has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;
- It is common for the Project Engineer to work in a flexible basis to meet with needs/ deadlines;
- Participation on offshore projects is required;

## Part 06 / Working Conditions

### 06.1. Physical Demands

*(The nature of physical effort leading to physical fatigue)*

The Project Engineer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally the job requires 80% sitting, 10% walking and 10% standing.

### 06.2. Environmental Conditions

*(The nature of adverse environmental conditions affecting the person)*

The Project Engineer may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Team Manager. The candidate may find the environment to be busy, noisy and will need organizational, time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

### 06.3. Sensory Demands

*(The nature of demands on the person’s senses)*

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

### 06.4. Mental Demands

*(Conditions that may lead to mental or emotional fatigue)*

The Project Engineer may have to deal with a moderate stressful environment as there are times were is possible the colleagues/ department managers/ co-operators are acting under pressure and require immediate services.

	Minimal	Moderate	Extreme
Physical Effort	x		
Health Risk	x		
Sensory Required		x	
Mental Stress		x	

*This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the team to respond effectively to the requirements of the Company.*

*We are an equal opportunities employer. We are determined that no job applicant or employee receives less favorable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race, or disability. All information will remain confidential to the Company and will be handled in accordance with the requirements of the Personal Data Protection legislation.*