

Job Description

Job Title:	Production Supervisor
Job Location:	Duhok

Report to:	Production Superintendent
Direct report from:	CCR team Leader, Well Head Supervisor, Well Head Team leader
Key interactions:	Production Superintendent, Production Operator, Control Room Team Leader, Maintenance Superintendent

Key Responsibilities:

- Monitors the Process Control, ESD and Fire & Gas detection systems.
- Ensures associated reporting (logbook and daily production report), in particular with respect to inhibition, by-pass setting and removal.
- Initiates and follows up necessary checks when abnormal situations or deviations appear on the panel.
- Ensure both verbal and written communication between shifts is good.
- Reports all abnormal plant events or operational changes to the Production Superintendent.
- Troubleshoots all problems related to the oil production and export on the facilities, organises and follows-up corrective actions where needed.
- Ensures that operating procedures are properly followed.
- Directs – with a hands-on involvement - all production operations, including startups and shutdowns.
- Ensures good preparation of the facilities and pieces of equipment for maintenance activities (ensures isolations are set as required in the Work Permits).
- Supervises the well tests and pigging operations.
- Suggests possible improvement regarding facilities and procedures to the production superintendent.
- Prepares all production reports related to the facilities under his responsibility and makes sure all production logbooks are properly filled.
- Organises sampling schedules and the Chemical Injection follow up in liaison with the Field Superintendent. Performs laboratory analysis, analyses result and initiates corrective actions in case specifications are not met.
- Keeps record of all samples, results, and analysis. Presents plotting of significant results and documents in an organised manner to the Production Superintendent.
- Gets actively involved in the CPF and Metering Station commissioning activities.
- Assists the Production Superintendent in the preparation of modifications requests.
- To ensure and maintain a high level of safety and reliability of CPF and Export Pipeline operations.
- Ensure all the works are conducted in compliance with the Work Permit procedure.
- Meet the operating requirements by addressing the problems in a timely manner.
- Always be available for shutdowns or breakdowns and assist with critical operations.

- Establish practices compatible with policies and procedures on Safety and Environment. Ensure all personnel are aware of and follow these Policies and Procedures.

Required Qualifications & Experience:

- Diploma or Bachelor's degree in petroleum engineering with Min 8 years of experience in the Oil and Gas industry in a similar position.
- Able to work as a mentor for the Training and Operators at CPF and EPF.
- Strong working knowledge and Good ability to work in a multi-cultural environment
- Excellent communication, Fluent spoken and written English
- Proven commitment and HSE compliance.

Key Attributes:

- Reliable and Trustworthy
- Enthusiastic and Flexible
- Ability to work in team
- Effective communication