

# Mubarakia Marine Services Company, Ltd.

## MANPOWER REQUIREMENTS

D	No	Designation & Job Description	Qty
A	0	<b>Chief Engineer (Civil – Marine):</b> MBA, civil, 15 years managing marine construction projects in various engineering disciplines, including construction of piers, docks, jetties, breakwaters, dredging & reclamation, earthworks, extensive knowledge in various piling works, heavy erection. Prepare project plans, procedures & method statements, schedules, task sheets	1
A	1	<b>Contract Engineer / Quantity Surveyor:</b> B.Sc. engineering, 10 years experience in contract administration in major construction projects, preparation of legal contract claims, extensive knowledge of FIDIC	1
A	3	<b>Civil Engineer – Marine:</b> B.Sc. civil, 10 years managing marine construction projects in various engineering disciplines, including construction of piers, docks, jetties and breakwaters, dredging & reclamation, extensive knowledge in various piling works, heavy erection. Prepare project plans, procedures, method statements, schedules, task sheets; coordinate actual project costing with project cost controller. Fluent in Primavera & AutoCAD	3
A	4	<b>Proposals Coordinator:</b> Civil engineering, 6 years experience in preparation of bids, technical and commercial proposals of construction of marine facilities, piling and foundations works, dredging and land reclamation projects	1
A	5	<b>Lead Hydrographic Surveyor:</b> diploma, 10 years dredging, construction, and route surveys. Bathymetry, mapping, vessel positioning, Sidescan, Multibeam, sub-bottom profiling surveys. RTK operations, Hypack software	1
A	6	<b>Piling Engineer (Foundations):</b> B.Sc. civil, 10 years in onshore/offshore piling (drilling & driving) projects for concrete, sheet, beams, steel piles, diaphragm walls, pile restoration & load testing, perform design calculations and studies	1
A	7	<b>Naval Architect:</b> B.Sc. naval architecture, 8 years in design of marine vessels, shipbuilding & refitting marine vessels & auxiliary equipment, including ship propulsion systems, jack-up platforms, jackets, floating cranes, AutoCAD	1
A	10	<b>Planning &amp; Scheduling Engineer:</b> B.Sc. engineering, 10 years planning and scheduling of multi discipline construction projects, preparation and tracking of detailed project schedules, cost schedules, resource schedules, procurement schedules, task sheets. Preparation of prepare proposals, BOQ & material take-off/ tender documents /commercial & technical proposals/ method statements fluent in Primavera, MS Project, AutoCAD	1
A	11	<b>Fabrication Supervisor:</b> B.Sc., 10 years fabrication of heavy structures, process piping, pressure vessels, tanks, design calculations in accordance with international codes, erection & installation, hydro testing, pigging, hot tapping, fluent in CAD, Primavera, and Finite Element Analysis & Modeling	1
A	13	<b>Hydrographic Surveyor:</b> diploma, 6 years surveying for dredging, pipelines, reporting, AutoCAD, drafting, manual & computerized cartography, Land surveying, Total Station	2
A	14	<b>Field Foreman - Marine:</b> civil diploma, 7 years supervise marine construction projects including construction of piers, docks, jetties and breakwaters, dredging & reclamation, earthworks, extensive knowledge in various piling works, steel structures and heavy erection, survey works	5
A	15	<b>Fabrication Foreman:</b> diploma, 10 years fabrication of heavy structures, process piping, vessels, rigging calculations, shipyard experience	2
A	16	<b>Draftsman:</b> B.Sc. Civil / Architecture, 5 years marine construction, land reclamation, vertical & horizontal structures, fluent in AutoCAD	1
A	17	<b>Assistant Naval Architect / Design Assistant:</b> B.Sc. naval architecture, 8 years in detailed design of marine vessels, shipbuilding & refitting, AutoCAD	2
A	18	<b>Fabricator:</b> ITI, 8 years in refinery workshop or shipyard machine shop, fabrication of heavy structures, process piping, vessels	2
A	19	<b>Welder:</b> ITI welding, 6-G certificate, TIG & ARC, valid inspection certificate pipeline, pressure vessels	5
A	20	<b>Plumber:</b> ITI in plumbing, 8 years experience in sanitary works, installation and maintenance of fresh water supply, sewers, fire-fighting sprinkler systems, pipe welding	1
A	21	<b>Mason/ Shuttering Carpenter/ Bar Bender:</b> ITI 8 years experience in the respective fields. Preference those having experience in marine construction works	1

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B	0	<b>Fleet Operations Manager:</b> B.Sc. Mechanical, 12 years experience in fleet management, including fleet operations & maintenance of heavy equipment and marine vessels (tug boats, barges, cranes, earthmoving equipment, trucks & trailers), chartering of marine vessels, logistical support systems, negotiating with ship owners / agents, computer skills, develop and monitor fleet performance evaluation procedures & schedules	2
B	1	<b>Marine Operations Supervisor:</b> Diploma, 10 years experience in controlling fleet operations of marine vessels in major ports, extensive knowledge of international marine codes & port operations	2
B	2	<b>Land Equipment Operations Supervisor:</b> Diploma, 10 years experience in controlling fleet operations of heavy earthmoving equipment, cranes, construction machinery, trucks, trailers	1
B	4	<b>Tug Master:</b> Master Mariner Foreign Going Class II, 4 years as first mate in oilfield offshore support vessels over 2000 hp, must have anchor handling & berthing experience	2
B	5	<b>Dredge Master:</b> 10 yrs operation & maintenance of 5,000hp hopper or cutter suction dredgers with spud carriage and anchor booms, dipper dredger, planning and project management of major reclamation works, shore discharge operations, plan & setup floating pipes & booster pumps	2
B	6	<b>Barge Master:</b> 10 years operation, supervision, administration and maintenance of construction barges in major marine construction projects, experience in piling, crane operation, deck machinery, winches, 4-point mooring systems, spud systems, dredging, rock-laying for breakwaters, jetty construction	3
B	7	<b>Senior Dredge Operator:</b> 10 yrs operation & maintenance of 2,000hp cutter suction dredgers, clamshell dredges, rock breakers, hydraulic compactors	3
B	8	<b>First Mate:</b> Second Mate Foreign Going Class III, 3 yr as first mate in oilfield offshore support vessels	2
B	9	<b>Dragline / Excavator Operator:</b> 5 years experience in marine construction projects, operation of barge-mounted hydraulic excavator / dragline in dredging operations	8
B	10	<b>Piling Crane Operator:</b> 10 years operation of 200-ton crawler cranes in major marine construction projects on barges, certificate in offshore heavy-lift operations, offshore piling of pipe piles, sheet piles, concrete piles, using hammers & vibrator, and boring, clamshell & dragline, construction of revetments and breakwaters	2
B	11	<b>Tug Mate:</b> Master (Coastal), 3 yr as Master in oilfield offshore support vessels over 2000 hp, must have experience in anchor handling/ barge positioning/ dredging works	4
B	12	<b>Fuel Supervisor:</b> Diploma in materials management, 5 years experience in Marine/Construction Industry. Keep records of all lubricants consumed on equipment/ machinery/ vessels with running hours and engine capacity. Good knowledge of computer skills. Interaction between Procurement Dept. and with all engineer's and all operators.	1
B	13	<b>Dredge Operator:</b> 6 yrs operation & maintenance of 2,000hp cutter suction dredge, clamshell dredges, rock breakers, hydraulic compactors	3
B	14	<b>Painting &amp; Sandblasting Foreman:</b> diploma, 10 years offshore painting & blasting, NACE level I inspector	1
B	15	<b>Crane Operator:</b> 8 years operation of mobile hydraulic cranes, crawler cranes, forklift trucks, able to repair crane rigging and general maintenance works	5
B	17	<b>Erection Rigging Foreman (Khalasi Foreman):</b> 15 years experience supervising and planning erection and heavy lifts using winches, derricks, and stiff-legs, pier timber decking works, with swimming skill, EXCELLENT English communications	2
B	18	<b>Rigger Foreman (Marine):</b> Mechanical Diploma, 10 yrs offshore construction, planning and supervising erection and heavy lift operations. Offshore structural construction and piling works. Prepare calculations, heavy lift procedures, and method statement preparations, extensive use of heavy lift cranes, derricks, and stiff-legs. Prepare crane rigging, wire-rope splicing. EXCELLENT English communications. Offshore sandblasting, painting and scaffolding experience	4
B	19	<b>Senior Rigger (Jamadar):</b> 10 years experience in manual erection with shear-legs, derricks, with heavy structure and other major khalasi works, with swimming skill, good English communications	4
B	20	<b>Dispatcher / Timekeeper:</b> diploma, 5 years coordinating marine fleet operations & support, good computer skills	2
B	21-1	<b>Heavy Equipment Operator:</b> ex-army, 10 years certificate for operating hydraulic excavator, wheel loader, and bulldozer	14
B	21-2	<b>Trailer Driver:</b> ex-army, 10 years certificate for driving large dump trucks, trailers, and other long size vehicles	47

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B	22	<b>Pilot / Lead Seaman:</b> Serang license, operate 500hp marine vessel, 8 years coastal operations, read nautical charts, mechanical maintenance skills, good English language	5
B	23	<b>Radio Operator:</b> GMDSS certificate, 3 years as a marine radio operator with competency certificate	2
B	24	<b>Carpenter:</b> 8 years experience in using large carpentry / joinery machines for cutting heavy timber, band saw, planning machine, able to handle very heavy timber, performing ship interior works	2
B	25	<b>Seaman / Marine Rigger:</b> 8 yrs experience on anchor-handling tugs & construction barges, operate & maintain deck equipment, cable & rope splicing, floating hose assembly, scaffolding, sandblasting & painting offshore structures. Seaman's Book	38
B	26	<b>Rigger (Jamadar):</b> 6 years experience in heavy manual erection with shear-legs, derricks, with heavy structure and other major khalasi works, with swimming skill, good English communications. Offshore sandblasting, painting and scaffolding	6
B	27	<b>Painter / Sandblaster:</b> 6 years experience as sandblaster and painter of industrial steel structures in refineries and offshore works or shipyards, with swimming skill	3
B	28	<b>Manual Excavation Labor:</b> age 20 to 45, capable of working long hours in heavy manual works in very hot climate, including manual excavation works	4
B	29	<b>Bus Driver:</b> 5 years Gulf experience in driving busses with more than 40 passengers	3
C	0	<b>Quality Manager:</b> B.Sc. in engineering, Dip. in quality management, certified ISO-9000 lead assessor, 15 years experience in marine and oilfield construction projects, familiar with international codes and standards. Prepare, implement and control project quality plans. Develop QA/QC systems in accordance with project requirements	1
C	1	<b>QA/QC Supervisor (Marine):</b> B.Sc. Civil, 10 yrs in marine construction projects, develop QA/QC systems in accordance with ISO 18000, ISO 9000, ISO 14000, IMO-ISM, inspect QC checklist as per contract drawings & specs, set up company ISO compliance standards	2
D	0	<b>HSE Manger:</b> B.Sc., industrial safety training, 10 yrs experience in marine construction projects, develop project safety plans, establish company-wide Safety & Environment Management System	1
D	1	<b>Safety Coordinator:</b> Safety Dip. 8 yrs experience in marine and oilfield construction projects. Familiar with international safety codes and standards. Prepare and implement project safety plans, and give continuous safety training to all employees	2
D	2	<b>Offshore Safety Officer:</b> Offshore Safety Diploma, offshore firefighting certificate, firefighting inspection and maintenance certificate, SCBA certificate, 8 yr offshore oilfield projects, development, training and implementation of offshore safety procedures, conduct safety awareness training, prepare project safety plans, monitor project safety operations	4
E	0	<b>Administration Manager:</b> MBA, 6+ years managing / controlling administrative activities in service-related organizations, establish supervisory controls and operational procedures, personnel & human resources administration, Company Secretary certificate	1
E	2	<b>Catering Supervisor:</b> B.Sc., 6 years experience managing large multi-national labor camp catering service in oil companies, weekly menu preparation, budgeting, procurement, planning	2
E	3	<b>Camp Boss:</b> university degree, 5 years managing multi-national labor camp & mess hall in large construction firms; establish policies on health, house-keeping, hygiene, facilities; supervise kitchen and storage facilities	2
E	4	<b>HR Coordinator:</b> B.Sc. human resources, 6 years experience in administration of all labor related issues such as visas, residency, driving license, leave, etc.	1
E	6	<b>Chief Cook:</b> diploma in catering services, menu planning, 8 years cooking for 100-man labor camp / hospital in an oil company, prepare Indian / Filipino / Thai meals	3
E	7	<b>Cook (Offshore):</b> Chief cook certificate, 8 yr chief cook onboard offshore support vessels, preparation of meals for western and Asian crew	2
E	8	<b>Proofreader:</b> master in English literature or journalism, 5 years proofreading experience in English newspapers & business communications	2
E	9	<b>Cook:</b> diploma in catering services, 8 years cooking for 100-man labor camp / hospital in an oil company, prepare Indian & Filipino meals	5
E	10	<b>Clerk:</b> business degree, 8+ years data entry, business correspondence, proofreading, must be very fluent in English language	3
E	11	<b>Driver / Messenger:</b> light vehicle license from any GCC country, 5 years driving light trucks up to 3 tons, able to communicate in Arabic and English, read road signs & maps	3

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E	12	<b>Cook Helper / Janitor / Catering Staff / Laundry Boy:</b> 5+ years as waiter in hotels or restaurants, attending housekeeping duties, assist cook, good command of English language, good appearance	8
F	0	<b>Financial Controller:</b> MBA finance, 8 years managing and controlling financial activities in service-related organizations, establish financial controls and procedures for local & international operations, cost control & auditing in major construction & service industries, systems analysis and automation, project control systems	1
F	1	<b>Chief Accountant:</b> certified chartered accountant, 5 years experience as a chief accountant in a major construction & marine company	1
F	2	<b>Procurement &amp; Logistics Supervisor:</b> materials / logistics certificate, computer skills, 15 yrs exp. procurement of major marine & offshore construction projects	2
F	3	<b>Project Cost Controller:</b> certified chartered accountant, 5+ years cost control & auditing in major construction projects	2
F	4	<b>Cost Accountant:</b> certified chartered accountant, 6+ years cost control & auditing in major construction & service industries, systems analysis and automation, project control systems	1
F	5	<b>Stores Supervisor:</b> B.Sc. materials, 8 years experience setup & manage warehouse of major construction companies with large fleets, computer skills, reporting, budgeting, accounting	1
F	6	<b>Sr. Purchaser / Expediter:</b> Diploma 8 years purchasing of marine/industrial materials & equipment, independently handling international sourcing & insurance claims, purchasing and expediting, computer skills	1
F	9	<b>Procurement Officer:</b> Diploma in materials management, computer literate. 5 years experience in procurement of marine and construction materials, commercial communication, handle insurance documentation & process claims, shipping and bank formalities	2
F	10	<b>Store Keeper:</b> store diploma, computerized inventory, industrial / marine parts knowledge	2
G	0	<b>MIS Manager:</b> B.Sc., 10 years experience in implementing company-wide Information Systems, planning and setting standards for multi-site / multi-platform systems WANs, able to provide training to subordinates in complex application development using CASE tools, structured systems analysis & design methodologies, administration of Oracle database & LAN, SAP implementation	1
G	2	<b>Document Control Supervisor:</b> MA Library Science, 8 years library and corporate records management, business correspondence, computerized image storage & retrieval, document reproduction & archives, familiar with ISO9000 procedures	1
G	3	<b>Application Developer:</b> 3 years developing business & accounting application using Oracle	3
G	4	<b>LAN Administrator:</b> B.Sc. communications / electronics, 5 years experience in managing multi-platform environment, set-up & administration of large networks including WIFI, help desk administration, give users advanced training on all Microsoft Office applications, setup Microsoft Advanced Server with BackOffice applications, maintain company website	2
G	6	<b>Records Clerk:</b> B.Sc. Library Science, 5 years library and corporate records management, business correspondence, proofreading, computerized image storage & retrieval, document reproduction & archives, familiar with ISO9000 procedures	2
H	0	<b>Diving Manager:</b> B.Sc., HSE-2, CSWIP 3.4U, AODC diving supervisor, 15 years commercial & oilfield diving experience, 3 years as diving superintendent	1
H	1	<b>Diving Supervisor:</b> IMCA Supervisor Certificate, chamber operator certificate, 8 years planning, coordination and supervision of oilfield air diving operations, treatment of decompression sickness	2
H	2	<b>Inspection Diver:</b> HSE-1, CSWIP-3.2, 5 yr inspection of offshore platforms, chamber operation and maintenance	1
H	3	<b>Lead Diver:</b> HSE-1, Naval Training Certificate, chamber operator certificate, 7 years planning, coordination and supervision of air diving operations, treatment of decompression sickness, maintenance of diving equipment, salvage, inspection. Experience in civil construction projects, construction of outfalls, culverts, breakwaters, grouting & concrete works	2
H	4	<b>Diver Medic / EOD Diver:</b> HSE 1, mine clearance certificate, diver medic certificate, 6 years as EOD diver and medic, treatment of offshore casualties, decompression sickness treatment	2
H	5	<b>Diver:</b> HSE-1, 6 years in oilfield, hydrojet water blasting and cleaning, hydraulic tools, cutting and welding, maintenance of diving equipment, video, inspection, grouting, salvaging	3
H	6	<b>Diver (Junior):</b> 6 years SCUBA diving, knowledge to use mechanical tools and basic maintenance	6

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K	0	<b>Maintenance Manager:</b> B.Sc. Mechanical, 10 years experience in fleet maintenance management, including marine vessels (dredgers, tugs, barges), construction machinery & earth moving equipment (dozers, loaders, crawler & hydraulic cranes, trucks). Develop & implement predictive & preventive maintenance, performance evaluation, troubleshooting, repair and overhaul of engines, transmissions, hydraulic & auxiliary systems	2
K	1	<b>Chief Engineer:</b> 5 years as chief engineer on 5,000+ HP tugs, Voith & Z-drive propulsion systems	2
K	2	<b>Maintenance Supervisor (Marine):</b> B.Sc. Mechanical, 12 years experience in fleet maintenance of marine vessels (tug boats, barges, floating cranes, dredgers). Repair & maintain hulls, machinery and deck equipment, including evaluation, repair and overhaul of engines, auxiliary systems	3
K	3	<b>Maintenance Supervisor (Land Equipment):</b> B.Sc. Mechanical, 12 years experience in fleet maintenance of construction equipment, earth moving equipment, support equipment, establish maintenance procedures & control. Repair and maintenance equipment, including evaluation, repair and overhaul of engines, auxiliary systems	2
K	4	<b>Marine Electronics Engineer:</b> B.Sc. Electronics, 6 years experience in repair & calibration of <i>hydrographic surveying equipment</i> , UHF/VHF/SSB radio, INMARSAT, GPS, sonar, radar, telemetry systems, computers hardware	2
K	5	<b>Detroit Diesel Engine Specialist:</b> 12 years diagnosis & repair of all types of GM Detroit Diesel engines, calibration of fuel systems, certified by GM for 12V92 & 16V92 engines	1
K	6	<b>Senior Marine Mechanic (FG):</b> ex-Navy Chief Petty Officer diploma, 2 <sup>nd</sup> engineer FG certificate, 10 years diagnosis, maintenance, repair, and overhaul of dredgers, marine diesel engines up to 2,000 HP, transmissions, hydraulic systems, deck equipment, pumps, winches, compressors	4
K	7	<b>Marine Maintenance Foreman:</b> ex-Navy Chief Petty Officer diploma, 15 years diagnosis, maintenance, repair, and overhaul of diesel Caterpillar / Detroit / Cummins engines, automatic transmissions, pumps, hydraulics and controls of marine vessels & heavy earthmoving equipment (bulldozers, loaders, compressors, hydraulic cranes), 5 years minimum experience as mechanical foreman	11
K	8	<b>Crane Specialist:</b> diploma, 12 years experience in repair and maintenance of large hydraulic and crawler cranes, diesel engines, automatic transmissions, hydraulic systems, control systems, pumps, generators, etc., certified by Grove / Lorain / Demag / P&H	1
K	9	<b>Dredge Mechanic:</b> diploma, 10 years maintenance, repair, and overhaul of all types of dredging equipment, pumps, diesel engines, transmissions, hydraulics, controls and winches	2
K	10	<b>Marine Electronics Technician:</b> diploma, 6 years exp. In repair & calibration of hydrographic surveying equipment, UHF/VHF/SSB radio, INMARSAT, GPS, sonar, radar, telemetry systems, computers hardware	2
K	11	<b>Marine Electrician:</b> ex-Navy Chief Petty Officer diploma, 8 years diagnosis, repair, calibration, maintenance, and overhaul electrical equipment of marine vessels, power generators, mobile and heavy equipment, switchboards, controls, hydro-electric, electronic, pneumatic, protective devices, generator voltage controls, gas detection systems	4
K	12	<b>Equipment Mechanic:</b> 10 years diagnosis, maintenance, repair, and overhaul of bulldozers, loaders, trucks, hydraulic cranes, compressors, diesel engines, automatic transmissions, hydraulic systems, control systems, experience in overhauling engines: Caterpillar, Detroit Diesel, Cummins, Deutz	5
K	13	<b>Hydraulic Specialist:</b> diploma, 8 years diagnosis, repair and modification of hydraulic systems and pneumatic controls for pumps, motors, valves, controls, winches, etc.	2
K	14	<b>Marine Mechanic:</b> ex-Navy Chief Petty Officer diploma, 10 years diagnosis, maintenance, repair, and overhaul of dredgers, marine diesel engines up to 2,000 HP, transmissions, hydraulic systems, deck equipment, pumps, winches, compressors	15
K	16	<b>Outboard Engine Mechanic:</b> Diploma, 8 years experience in repair & maintenance of marine outboard engines by Yamaha, Evenrude, Suzuki, Johnson, Mercury & Mercruiser	1
K	17	<b>Instrument Technician:</b> diploma, 6 years installation, diagnosis, overhaul, repair and calibration of hydro-electric / electronic / pneumatic controls, valves, gauges, protective devices, generator voltage controls, motor & transformer rewinding, (auto / marine / industrial)	2
K	19	<b>Radio / Electronics Technician:</b> 3 year telecommunications diploma, 5 years installation & repair of digital communications systems: modems, multiplexes, key & digital telephone systems. Use digital communications testing equipment, bench repair	1
K	21	<b>Denter / Auto Body Repairman:</b> 8 years experience in repair of auto bodies, spray painting, repair of fiberglass boat hulls	1
K	22	<b>Upholsterer:</b> 8+ years upholstery work on interiors of vehicles, boats, furniture	1

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K	23	<b>Mechanical Fitter / Oiler:</b> ITI, 6 years in shipyards or 4th engineer on board ships with engine-room watch keeping, repairing diesel engines, heavy equipment & machinery	13
K	24	<b>Pump Engineer:</b> Mechanical Engineer, 8 years experience in setting up dewatering & submersible pumping systems, overhauling all types of pumps & rotating machinery, valves, compressors	1
X	0	<b>Technical Executive Coordinator:</b> business degree, 8+ years data entry, business correspondence, excellent proofreading skills and proficiency of Microsoft Office applications, office administration skills, prepare proposals and company P/Q documents, desk-top publishing, knowledge in marine / construction industry	5
X	1	<b>Executive Secretary:</b> business degree, 5 years experience in marine / construction industry, can handle professional business correspondence, proofreading, very proficient in using Microsoft Office, excellent administrative skills and interaction with department managers and high-level diplomats & foreign delegates, must be very fluent in English	2
X	4	<b>Site Administration Coordinator:</b> business or engineering degree, 5 years experience in office administration with construction site work, logistic & operational support for the work site, liaison between site requirements and head office, manpower & resource planning, scheduling	2
X	5	<b>Construction Manager:</b> civil engineer, over 10 years experience in major marine / port construction projects, responsible for running projects from the start to end, prepare construction documents, overseeing the project, handling scheduling for site, manage payments and manage sub-contractors	1