

## **Operations Assistant**

### **Key Responsibilities**

Gas compressor operations assistant works in the oil and gas industry, using equipment to compress gases, and may be responsible for maintaining equipment. This job requires keeping records of readings, collecting samples, and driving. Can perform the following duties:

- 1) Moves, controls and turns valves to start compressor engines, pumps and auxiliary equipment.
- 2) Monitors meters, gauges and recording instrument charts to ensure specified temperatures, pressures, and flow of gas through the system.
- 3) Operates equipment to control flow of natural gas through pipelines.
- 4) Observes operation of equipment to detect malfunctions.
- 5) Performs minor repairs on equipment, using hand tools.
- 6) Operates or tends equipment to purify gases.
- 7) Records instrument readings and operational changes in operating log.
- 8) Knowledge of and ability to follow stringent safety regulations, and keeping the site clean after finalizing work orders.

### **Education and Qualifications**

- Technical diploma
- Experience working in the same position
- Hardworking
- Ability to manage time and prioritize workload
- Enthusiastic, proactive and flexible approach to work
- Quick learner

## **Electrical Technician JD**

### **Purpose of role**

Ensures that repair & service requirements are met. Product quality is maintained and ensures compliance of safety rules as well as company policies and procedures. This job will be based in Basra, Iraq.

### **Key responsibilities**

Including but not limited to:

- Ensuring the proper functioning of all electrical units in the facility.
- Ensuring scheduled checks for spotting any malfunctions.
- Complying with all safety norms and regulations of working.
- Appropriately using and handling of electrical testing and repair equipment.
- Completing all tasks as assigned by the supervising manager and attending job training activities.
- Maintaining records of all electrical inventories and placing orders for spare parts and equipment.
- Keeping a log of electrical repair and maintenance works.
- Coordinating work functions with co-workers and other organizational departments.
- Following all safety norms and standard operating procedures of working.

### **Objectives & Measurement**

- Reduce scrap/wastage
- Quality of Service
- 0 EHS issues

### **Education and/or Experience:**

- Secondary technical education 5 years of experience in Oil&Gas Industry and min 2 years as Electrical Technician in Gas Turbine Power Plant or similar project.
- Should have excellent written and verbal communication skills.
- Ability to identify technical malfunctions in electrical units.
- Sound understanding of handling and using electrical repair tools and equipment
- Skills of maintenance of batteries. Skills of maintenance and repair of electrical motor.
- Skills for pulling and termination of LV cables.
- Ability to effectively manage time and coordinate work functions with co-workers.