

ORGANIZATIONAL CONTEXT

Job Title	Tunnels Manager
Job Code	
Grade	Special Grade
Affairs	Assets Affairs
Department	Roads O&M
Section	Operations
Team	Routine Maintenance Team
Date last updated	25 March 2014

JOB CONTENT

Role Objective

To have overall responsibility for matters relating to the administration, operation and maintenance of all Asset Affairs Roads Tunnels. To support the Qatar Road Tunnel Design and Safety Advisory group. Ensure effective liaison with key stakeholders.

Job Roles & Responsibilities

1. Ensure that all of the Assets Affairs Road Tunnels provide a safe, efficient operation and maintenance functions are completed.
2. Ensure that a first line maintenance and response support is provided covering 24/7. If contractors are employed for some of the tunnel management functions, provide supervision capabilities.
3. Develop and implement an Inspection programme that covers all tunnel elements.
4. Develop and implement a maintenance programme that covers all tunnel elements.
5. Develop yearly budgets for capex and opex expenditure on Road Tunnels.
6. Be the owner of the Quality Assurance Plans and ensure they cover all aspects of quality, including the preparation of plans and procedures.
7. Identify staff skill requirements for tunnel management and support the Quality Assurance Manager in the development and introduction of an Accreditation Scheme.
8. Where new Road Tunnels are transferred to Assets Affairs, delegate team members to attend meetings and ensure that all the required handover and commission records are fit for purpose and provided prior to the handover date.
9. Provide Leadership to a team consisting of both junior and senior staff and develop an yearly development plan.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Degree in Structural Engineering discipline BSc, BEng, MEng or equivalent
- Chartered Engineer

Desirable

- IOSH qualification

Technical Knowledge

- Experience in a senior management position with a Tunnel Operations Authority
- Ability to manage multiple tunnels and specialists with various tunnel disciplines, such as Electronics, Mechanical, Electrical, Civil and Operations
- Proven ability to manage the Quality Assurance strategy
- Tunnel Management and Tunnel Maintenance experience
- Risk Management experience
- Building Information Modelling
- Experience in database management
- Knowledge of interfaces with the Control Centre
- Contract management experience

The Individual

- At least 10-15 years' experience in Tunnel Management
- Ability to manage a team of various disciplines and levels of experience
- Ability to determine the size of team needed for the work type and workload in the growing structure and able to develop his team to grow with the workload
- Flexibility and willing to be involved at all levels in the organisation
- Self-starter