

ORGANIZATIONAL CONTEXT

Job Title	Abnormal Loads Coordinator
Job Code	Coordinator - 2
Grade	6
Affairs	Assets Affairs
Department	Roads O&M
Section	Operations
Team	Roads Corridor Management Team
Date last updated	26 March 2014

JOB CONTENT

Role Objective

To assist the project manager in setting up and delivering procedures to manage the movement of oversize / overweight vehicles across the network. To implement and operate new systems and manage engagement with stakeholders

Roles & Responsibilities

1. Reports to the Abnormal Loads Team Leader
2. Engage in stakeholder liaison and communication.
3. Assist in setting up the new systems & procedures.
4. Shadow the project manager and develop personal skills and knowledge.
5. Support the management of Abnormal Load operations once the service is fully implemented.
6. Undertake effective co-ordination with internal teams.
7. Undertake effective co-ordination with all stakeholders

BEHAVIOURAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Competencies, knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Bachelor in Civil Engineering or any other relevant degree.
- 3 yrs + Industry experience

Desirable

- Language skills: English (required) – Arabic (advantageous)
- A demonstrable period of Road Network maintenance experience

Technical Knowledge

- Good knowledge of the Qatari road network
- Good analytical and methodical approach when making decisions.
- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.

- Experience of Operations & Maintenance and Construction process
- Ability to work within a team and have a dedicated approach to working within and meeting deadlines

The Individual

- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Manage their time and team effectively and be self-motivated
- Excellent communication and organizational skills
- Good decision making skills
- Ability to identify & implement solutions to problems