SIGMA WATER ENGINEERING (M) SDN. BHD.		JOB DESCRIPTION
Job Title : Operation & Maintenance Engineer		**Document No :** JD 12
Responsible To : Manager (Operation)		**Issue Date :** 1 Dec 2011
Department : Service	**Approved By :** M. KERBANANDHAN PILLAY Executive Director	**Revision :** 16 Apr 2018 (Rev. 1)

12. **Operation & Maintenance Engineer**

RESPONSIBILITY

1. Monitoring, operation & maintenance of Waste Water Treatment Systems.
2. Maintain good relationship with client and satisfy operation requirement whenever is necessary even during weekend and holidays.
3. Representing Sigma for all DOE related matters.
4. Preparing operator log sheet, including chemical consumption, parameter analysis, service report, whichever necessary to maintain the performance of the WWTP.
5. Responsible to operate the plant following Standard Operating Procedure (S.O.P.) and the performance at optimum level.
6. Maintain all site records, weather log, site progress report, controlling man power at site, arrange resources as necessary and not limited to any stated above.
7. Follow strictly to all safety aspect as stated in Client's Health & Safety Procedures.

REQUIREMENTS

1) Bachelor's degree in engineering or equivalent.
2) Proficient level of English in written and verbal communication.
3) Must be self-oriented and willing to work under minor supervision.
4) Possess excellent communication and interpersonal skills.