

MICHAEL TOM

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Summary

Construction Supervisor

Remarkable construction supervisor who consistently monitors site to ensure Safety code and practices, Quality Codes and practices and a Productive environ are adhered too, with extreme knowledge of petrol chemical industry works regulations and construction, Energetic and consistently involved in all facets of the engineering and construction phases of projects especially in civil engineering, Proactive and experience in managing a variety of civil construction team and projects.

Successful at finding cost effective solution to various challenge that may arise from day to day engineering and construction activities, Creating effective communication between personnel and contractors and a strong team player.

Highlights

Superb management skills
Organized and detail-oriented
MS Office proficient
Safe job site set-up

Concrete estimation
Blueprint fluency
Cost control
Building codes and regulations

Accomplishments

Held a 75% success rate on assigned projects.

Managed a \$5m civil works project, while supervising a team of 35 workers.

Led the construction of a new crude oil terminal construction project civil works

Trained and mentored over 200 construction workers, general laborers and apprentices..

Managed installation of tanks structure steel / concrete and substructures building foundations to finishes, Pipe lines structures, substructures and installation,

Experience

Main Contractor

ISLA MELONES TERMINAL PROJECT

Tarsco S A

01/2013 to 05/2013

Vacamonte, Chorrea

Qualified competitive subcontractor bids prior to execution of contracts.

Carefully coordinated plans and specs using marketing programming standards.

Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.

Managed the rights of way, easement and dedication processes.

Educated general contractor personnel on the quality standards throughout the construction process.

Directed the general contractor on required mock-up preparation.

Managed a team of 4 onsite general contractors for 5 months.

Obtained notices of completion and compliance certifications from all of the construction administration consultants.

Reviewed and investigated Proposed Change Order Requests (PCOR).

Stayed consistent with project schedules and plans for all FFE installations.

Trained the community service manager on turnover procedures, quality standards and project-specific systems orientation.

Acted as the liaison between design engineering contractor, landscape architects and the general contractors.

Submitted all project closeout documents in accordance with the contract.

Assigned projects and tasks to employees based on their competencies and specialties.

Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.

Performed construction site pre-inspections and coordinated post-construction audits.

Accurately provided status information on project progress to the project management.

Efficiently recorded and rejected incorrect deliveries of material to site.

Monitored the safety of all construction activities, making on-site personnel safety the top priority.

Proficiently used the Incident and Issues Tracking (IIT) system to document all onsite issues.

Led and managed resolution of all issues during project construction and commissioning phases.

Acted as the liaison with company safety representatives to promote awareness and understanding of safety protocols.
Coordinated training for the construction teams on site-specific requirements, techniques and procedures.
Led the planning, budgeting and direction of all construction projects.
Assisted the project manager with bidding new jobs and projects.
Properly maintained all onsite equipment and vehicles.

**Principal Contractor Civil Works Subcontractor Site Manager
PETROTERMINAL PANAMA SOUTH AMERICA**

**01/2010 to 10/2011
Chiriqui Grande, Chiriqui**

General Supervision of the entire Subcontractors Contract Activities Including:
Chairperson of the Subcontractor Weekly Meeting
Attends Client Weekly Coordination Meeting
Coordinate engineering activities daily onsite
QA/QC Inspection and Documentation for all Civil Works done onsite
Review and Approve Drawings, Method Statements, Specifications & ITP'S Reports
Subcontractors Daily Activities and Progress Reviews,
Approved and Submit Subcontractor Monthly Commercial Reports
Assist with the Work Schedules Programs for the Subcontractor..

P.A.R)
Problem Action Results)
Field Engineering issue onsite to increase productivity
Schedules in Critical Paths, Improve work to meet schedule objectives
Quality Plans deviation, Reporting and Resolving

**Civil Construction Supervisor
PAMPA MELCHORITA. PERU. C.B.I AMERI**

**01/2009 to 12/2009
Melchchorita, Lima**

Carefully coordinated plans and specs using marketing programming standards.
Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.
Managed the rights of way, easement and dedication processes.
Educated general contractor personnel on the quality standards throughout the construction process.
Managed a team of 2 onsite general contractors for 13 months.
Obtained notices of completion and compliance certifications from all of the construction administration consultants.
Reviewed and investigated Proposed Change Order Requests (PCOR).
Stayed consistent with project schedules and plans for all civil site works installations.
Trained the community service manager on turnover procedures, quality standards and project-specific systems orientation.
Acted as the liaison between design engineering management and the general contractors.
Submitted all project closeout documents in accordance with the contract.
Assigned projects and tasks to employees based on their competencies and specialties.
Performed construction site pre-inspections and coordinated post-construction audits.
Accurately provided status information on project progress to the project management.
Efficiently recorded and rejected incorrect deliveries of material to site.
Monitored the safety of all construction activities, making on-site personnel safety the top priority.
Proficiently used the Incident and Issues Tracking (IIT) system to document all onsite issues.
Led and managed resolution of all issues during project construction and commissioning phases.
Acted as the liaison with company safety representatives to promote awareness and understanding of safety protocols.
Coordinated training for the construction teams on site-specific requirements, techniques and procedures.

**Civil Construction Supervisor
C.B.I UK LIMITED**

09/2006 to 01/2009

Carefully coordinated plans and specs using marketing programming standards.
Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.

Managed the rights of way, easement and dedication processes.
 Educated general contractor personnel on the quality standards throughout the construction process.
 Managed a team of 3 onsite general contractors for 28 months.
 Obtained notices of completion and compliance certifications from all of the construction administration consultants.
 Reviewed and investigated Proposed Change Order Requests (PCOR).
 Stayed consistent with project schedules and plans for all installations.
 Trained the community service manager on turnover procedures, quality standards and project-specific systems orientation.
 Acted as the liaison between design engineering team and the general contractors.
 Submitted all project closeout documents in accordance with the contract.
 Assigned projects and tasks to employees based on their competencies and specialties.
 Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Monitored the safety of all construction activities, making on-site personnel safety the top priority.
 Proficiently used the Incident and Issues Tracking (IIT) system to document all onsite issues.
 Led and managed resolution of all issues during project construction and commissioning phases.
 Acted as the liaison with company safety representatives to promote awareness and understanding of safety protocols.
 Coordinated training for the construction teams on site-specific requirements, techniques and procedures.
 Led the planning, budgeting and direction of all construction projects.
 Assisted the project manager with bidding new jobs and projects.
 Properly maintained all onsite equipment and vehicles.

Civil Construction Supervisor
SAKHALIN ENERGY L.N.G. Russia C.B.I B

03/2004 to 10/2005

Carefully coordinated plans and specs using marketing programming standards.
 Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.
 Managed the rights of way, easement and dedication processes.
 Educated general contractor personnel on the quality standards throughout the construction process.
 Directed the general contractor on required mock-up preparation.
 Managed a team of 3 onsite general contractors for 19 months.
 Reviewed and investigated Proposed Change Order Requests (PCOR).
 Stayed consistent with project schedules and plans for all civil works construction installations.
 Trained the community service manager on turnover procedures, quality standards and project-specific systems orientation.
 Assigned projects and tasks to employees based on their competencies and specialties.
 Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Monitored the safety of all construction activities, making on-site personnel safety the top priority.
 Acted as the liaison with company safety representatives to promote awareness and understanding of safety protocols.
 Properly maintained all onsite equipment and vehicles.

Civil Supervisor
POINT FORTIN ATLANTIC L.N.G. Trinidad

10/2003 to 03/2004

Construction of one (1) 140m diameter reinforced and post tensioned Concrete l.n.g.tank.
 Construction of all the site structural facilities.
 Sub-Structure preparation Construction of the base and wall shutters.
 Assembling of the hanging work platforms.
 Installation of the base and wall shutters.
 Time keeping of all workers under the supervision.
 P.A.R.(Problem Action Result)
 Unrest amounts the workers for better wages causing a work to rule Policy on the job site.(An increase in wages).
 Training tradesmen for promotion to foremen and unskilled to skilled.

75% to 90% of the site regained speedy progress to completion.

Site Civil Engineer
ATLAS METHANOL PLANT NO'S 3. CARILLIO

10/2002 to 09/2003
Couva, Caroni

Carefully coordinated plans and specs using marketing programming standards.
Stayed consistent with project schedules and plans for the installations of a 800/1.07m polyurethane Out Fall Sea Water Line.
Managed a team of 1 onsite general contractors for 12 months.
Submitted all project closeout documents in accordance with the contract included all Technical and Temporary work on land and offshore.
Assigned projects and tasks to employees based on their competencies and specialties.
Performed construction site pre-inspections and coordinated post-construction audits.
Efficiently recorded and rejected incorrect deliveries of material to site.
Properly maintained all onsite equipment and vehicles.

P.A.R (Problem Action Result)

Dredger making contact with dump material (eg steel pipes) on sea bed.(excavator design on two platoons raft equip with spiked outriggers.to remove debris prior to dredging)

Construction Supervisor
WATER AND SEWERAGE AUTHORITY.TRINIDAD

10/2001 to 10/2002
Betham, Post of Spain

Carefully coordinated plans and specs using marketing programming standards for the construction of two (2) 11000/9900/10m Bio-concrete tank, Four (4) 10/60m diameter Clarifies concrete tanks and four (4) 1100/900m frustum shape sludge tanks.
Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.
Managed the rights of way, easement and dedication processes.
Educated general contractor personnel on the quality standards throughout the construction process.
Directed the general contractor on required mock-up preparation.
Managed a team of 120 onsite personnel for 12 months.
Obtained notices of completion and compliance certifications from all of the construction administration consultants.
Stayed consistent with project schedules and plans for the installations of all required equipment and material
Acted as the liaison between landscape architects, Designed engineers and the general contractor
Assigned projects and tasks to employees based on their competencies and specialties.
Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
Performed construction site pre-inspections and coordinated post-construction audits.
Accurately provided status information on project progress to the project management.
Monitored the safety of all construction activities, making on-site personnel safety the top priority.
Led and managed resolution of all issues during project construction and commissioning phases.
Coordinated training for the construction teams on site-specific requirements, techniques and procedures..

P.A.R.(Problem Action Result)

Poor planning for site preparation in wetland (lagoon).(Introduce excavator on 10 meters wooden mats, excavating, Backfilling and compacting simultaneously.)
Preparation and construction started in the within the critical bar (Triple shift were introduced in short space of time)

Civil Works Supervisor
POINT FORTIN ATLANTIC L.N.G.TRINIDAD

12/2000 to 12/2001
Port Fortin, St Patrick

Carefully coordinated plans and specs using marketing programming standards for the construction of one (1) 100m diameter reinforced and post tensioned concrete L.N.G.tank.
Facilitated processing of RFI's, submittal and samples among the general contractor, the owner and the owner's consultants.
Managed the rights of way, easement and dedication processes.
Educated general contractor personnel on the quality standards throughout the construction process.
Managed a team of 44 onsite general workers for 12 months.
Stayed consistent with project schedules and plans for all base and Wall shuttering, cast iron stressing funnel in buttress and steel compression plates on the ring beam installations.
Acted as the liaison between designed engineers and site supervision
Submitted all wall lifted closeout documents in accordance with the contract.

Assigned projects and tasks to employees based on their competencies and specialties.
 Followed through with competent execution of project plans by providing proper tools and equipment to all construction personnel.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Monitored the safety of all construction activities, making on-site personnel safety the top priority.
 Led and managed resolution of all issues during project construction and commissioning phases.
 Coordinated training for the construction teams on site-specific requirements, techniques and procedures.
 Properly maintained all onsite equipment and vehicles.

Foreman

TABLELAND GOVERNMENT SECONDARY SCHOOL

**10/2000 to 12/2000
 Table Land, Princess Town**

Carefully coordinated plans and specs using marketing programming standards for the construction of a secondary school comprising of (1) one science block two stories in height 100m X 8.5m X 7m, Two single floor science laboratory block 20m X 4m X 7m, One single floor classroom block 150m X 4m X 7m, One single floor Administration building 100m X 100 X 6m, One single floor Auditorium comprise of every thing, One Kiosk 4m X 4m X 2m. and Retaining wall 400m X 50m X 6m.
 Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.
 Educated general contractor personnel on the quality standards throughout the construction process.
 Managed a team of 6 onsite general contractors for 2 months.
 Stayed consistent with project schedules and plans for all equipment and material installations.
 Acted as the liaison between landscape architects and the general contractors.
 Submitted all project closeout documents in accordance with the contract.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Monitored the safety of all construction activities, making on-site personnel safety the top priority.
 Led and managed resolution of all issues during project construction
 Coordinated training for the construction teams on site-specific requirements, techniques and procedures.
 Assisted the project manager with bidding new jobs and projects.
 Properly maintained all onsite equipment and vehicles.

Foreman

FIRST CITIZEN BANK

**08/2000 to 10/2000
 Belmont, Port of Spain**

Carefully coordinated plans and specs using marketing programming standards for the construction of Structure Five floors in height include a basement, Kiosk 15m diameter and Landscaping around the property
 Managed a team of 3 onsite contractors for 2 months..
 Obtained notices of completion and compliance certifications from all of the construction administration consultants.
 Stayed consistent with project schedules and plans for all FFE installations.
 Submitted all project closeout documents in accordance with the contract.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Monitored the safety of all construction activities, making on-site personnel safety the top priority.
 Led and managed resolution of all issues during project construction Properly maintained all onsite equipment and vehicles.

Foreman

N.H. International

**09/1999 to 08/2000
 St Helena, Caroni**

Carefully coordinated plans and specs using marketing programming standards for the construction of three (3) reinforced concrete tanks : Sedimentation tanks 500m X 300m X 8m. a Rapid Gravity Filter Tank 300m X 160m X 8m , a Contact Tank 300m X 300m X 10m ., A New Chlorine Building, Simultaneous Upgrading of plant facilities including the Raw Water Intake Substation, the Existing Filter Tank. the Poly Lime and Alum building. and the Electrical Substation.
 Educated general contractor personnel on the quality standards throughout the construction process.
 Managed a team of 6 onsite contractors for 12 months.
 Reviewed and investigated Proposed Change Order Requests (PCOR).
 Stayed consistent with project schedules and plans for all FFE installations.
 Acted as the liaison between landscape architects and the general contractors.

Assigned projects and tasks to employees based on their competencies and specialties.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Led and managed resolution of all issues during project construction and commissioning phases.
 Properly maintained all onsite equipment and vehicles.

Foreman

POINT FORTIN ATLANTIC L.N.G. Whessee

03/1997 to 07/1999

Portin Fortin, St Patrick

Carefully coordinated plans and specs using marketing programming standards for the construction of two (2) 72m diameter Reinforced and Post Tension L.N.G concrete Tanks.
 Facilitated processing of RFI's, submittal and samples among the general contractor, the owner and the owner's consultants.
 Educated general contractor personnel on the quality standards throughout the construction process.
 Managed a team of 35 onsite general workers for 28 months.
 Obtained notices of completion and compliance certifications from all of the construction administration consultants.
 Stayed consistent with project schedules and plans for all embedment plates on tanks structure, Staircases Handrails, Pipes Racks, Cable Tray, base and wall shutters installations, freyssinet buttresses post tensioning funnels and Compression rings for welding on roofs installations on both tanks.
 Submitted all project closeout documents in accordance with the contract.
 Assigned projects and tasks to employees based on their competencies and specialties.
 Performed construction site pre-inspections and coordinated post-construction audits.
 Accurately provided status information on project progress to the project management.
 Efficiently recorded and rejected incorrect deliveries of material to site.
 Coordinated training for the construction teams on site-specific requirements, techniques and procedures.
 Properly maintained all onsite equipment and vehicles.

Education

High School Diploma: Civil/Bldg Construction Technology

2006

University of the West Indies
 Construction Trades Technology Certificate
 Minor in Electrical Installation
 Emphasis in Civil /Structural Engineering
 Engineering Science and Mechanics coursework
 Coursework in Finance

Tunapuna, St Augustine, Trinidad

Building/Civil Engineering & Draughting. Certificate Course: (2001 to 2003). San Fernando Technical Institute. Foundation course. For Building/Civil Engineering: (2000 to 2001). Siparia Senior Comprehensive School. Construction And Metal Technology. National Examination Certificate. General Examination Certificate. (1977) I.S.O.H. Health and Safety.: Construction Foundation

2000

San Fernando Technical Institute
 Construction Trades Technology Certificate
 Coursework in Finance
 Engineering Science and Mechanics coursework

San Fernando, Victoria, Trinidad

Certificate: Construction Techonology

1974

Siparia Senior Secondary School
 Engineering Science and Mechanics coursework
 Top 65% of class
 Emphasis in Construction Sciences

Siparia, St Patrick, Trinidad