

Job Title:	Facilities Supervisor
Employer:	SOL PETROLEUM CAYMAN LIMITED
Location:	Cayman
Reports to:	Operations Manager – Cayman
Subordinates:	Facilities Foreman, RTW Drivers, Independent Inspectors and Contractors
Purpose:	Supervises all tasks related to Customer Service Terminal Facility, Fleet and Operations. These tasks including, but not limited to the receipt, storage and delivery of bulk products via pipeline or tank truck, handled at terminal in compliance with company policies and standards and the government regulations. Supervises Facilities Foreman, RTW Drivers and contractors. Facilities Supervisor reports to the Operations Manager.
Principle Accountabilities:	<p>Primary function:</p> <ul style="list-style-type: none"> • Meets and communicates with the Operations Manager daily on matters regarding managing the operations facility. • Ensures Compliance with all Corporate HSE policies (Health, Safety & Environment) • Always assure the highest level of safety awareness and practices. • Development and follow-up of preventive maintenance schedule using adequate tools, such as MP2 System or Excel spreadsheets, including adequate generation and filing of M&R documentation. • Ensure that LPS system tools are properly and continuously used at terminal, including monthly submission and quality reporting. • Conduct toolbox meetings daily and assist the Operations Manager with preparation and delivery of weekly Safety meetings. • Administration of work control procedures. • Assist Operations Manager in supervision of Terminal Operations and M&R contractors. • Responsible for Critical Safety Equipment (CSE) maintenance and inspections. • Monitors Loading Rack System (DANLOAD) for proper function. • Receives product transfers in Great Plains (GP) system. • Supervision of tanker receipt operation at the terminal. • Supervise inventory controls and procurement of spare parts and maintenance supplies. • Coordination and participation in emergency drills and reviews • Review security / visitor logs monthly. • Conducts numbered reports for review and endorsement by Operations Manager. • Ensures compliance with environmental requirements. • Responsible for drawings and mechanical documentation records keeping. • Preparation and consolidation of monthly figures to be presented to the Operations Manager. • Develop terminal upgrade plans and steward to completion. • Prepares Stock, Sales and Meter Reconciliation reports daily. • Register's product transfers between terminal & CUC, and any other site. • Coordination of product transfer to CUC. • Oversee Facilities Foreman's procurements of products.

	<ul style="list-style-type: none"> • Monitors additive movement and prepares reconciliation reports. • Daily bulk meter reconciliations. • Meter calibrations, Aviation refueller calibrations. • Ensure all measurement instruments follow company and industry standards. • Weekly bulk stock • Prints monthly stock transaction reports and clarifies variations before month-end closing. • Sends inventories and withdrawals information to Supply Coordinators for adequate inventory management and tankers scheduling. • Credit Card custodian. • Ensure workers that are assigned to terminal operations follow approved procedures and policies related to deliveries, receipts, measurement, and quality controls. • Assures contractor performance meets company expectations, following and complying with contractual requirements. • Ensure that all records related in inventory control are properly maintained. • Participate actively in terminal staff and other meetings as required. • Able to react to change and handle other essential responsibilities as assigned by Operations Manager. • Supervises the safe operation of Sol Petroleum Cayman Limited Terminal, Fleet, Retail/COMMERCIAL M&R functions, using tools such as HSE, SMITH SYSTEMS, Job Safety Assessments (JSA), and Observations • Supervises and ensure the management of the Sol Petroleum Cayman Limited Terminal, Fleet and Retail/COMMERCIAL M&R activities are aligned for a safe, secure, efficient, ethical, and cost-effective operation is performed. • Responsible for the management of Sol Petroleum Cayman Limited Terminal and Fleet and Retail/COMMERCIAL M&R functions achieving cost effective and efficient fleet utilization while ensuring the asset service levels and safety performance are consistently met and/or exceeded. • Responsible for the overall Terminal, Fleet and Retail/COMMERCIAL M&R process to ensure leadership and commitment to operational requirements. • Assists with providing leadership, coaching and expertise in Fuel Order Management and Sales Inventory Data Collection. Ensure that the agreed service standard for Customer Service coordination and M&R requests are achieved. • Responsible for the supervision of all tasks related with receipt, storage, delivery, and inventory reconciliation operation of bulk products handled at the Sol terminal in compliance with company policies and standards, and with government regulations. <p>Normal Recurring Duties:</p> <ul style="list-style-type: none"> • Oversee Fleet operations – including performing Safe Behaviour Observations (SBO's) Incident Prevention Observation (IPO's), Near Misses reporting (NM), Compliance Checks, Driver Trainer scheduling. • Review driver's reports – Pre-trip, Safe discharge certificates (SDC), unsafe delivery condition reports (UDCR) for compliance with company requirements. • Develop Fleet upgrade plans and steward to completion. • Conduct spot inspections to reseller outside tank trucks for compliance with minimum standards.
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	<p>Duties performed at infrequent intervals:</p> <ul style="list-style-type: none"> - Assists Operations Manager on training of terminal personnel. - Serves as member of Emergency Response Teams. - Assists Operations Manager in the preparation and planning of CAPEX and OPEX budget. - Supervises M&R project execution. - Stand in for Operations Manager's during his absences. - Conducts contractor's accreditation, evaluations, and training. - Coordinates training with SMITH system driver trainer for tank truck drivers in terminal emergency and loading procedures. - Assists Operations Manager in preparation/update of emergency response plans. - Meter calibrations including Thermometer, Dip Tape & other operational equipment as required. - Supervises monthly terminal inspection, develops a follow-up plan for findings and ensures the plan is completed before the next inspection.
Application Procedures:	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at www.solpetroleum.com and submitted via e-mail to hr.cayman@solpetroleum.com</p> <p>Deadline for applications is Friday, June 18th</p> <p>Subject line: Facilities Supervisor</p> <p>Salary range: negotiable</p> <p>Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>
Qualification Requirements:	<ul style="list-style-type: none"> • B.Sc. in Engineering, or equivalent Supervisory skills, • Mechanical and administrative knowledge, • Minimum two years of experience in a mechanical environment or similar. • Strong computer skills with proficiency in Microsoft Suite of programs