

<b>Job Title:</b>	Facilities Supervisor
<b>Employer:</b>	SOL EC LTD. – St. Lucia
<b>Location:</b>	Vieux Fort, St. Lucia
<b>Reports to:</b>	Operations Manager
<b>Subordinates:</b>	4
<b>Purpose:</b>	To assure safe and efficient day to day functioning of SOL EC LTD. depots and facilities in St. Lucia
<b>Principle Accountabilities:</b>	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Manage day to day operations of the facility.</li> <li>• Develops depot objectives, KPIs, capital and operational budgets and performance reviews of key staff and contractors.</li> <li>• Assist with the preparation of annual capital and operational budgets for the depot.</li> <li>• Develops performance objectives and evaluations as per the Evaluation Management System (EMS) for key staff and contractors.</li> <li>• Participate in competence monitoring and performance assessment of depot operations staff as appropriate.</li> <li>• Highlight, recommend &amp; arrange training requirements of Subordinate supervisors, drivers, and general facilities personnel. in the areas of Loading and discharging from ships and trucks, pipeline operations, tank dipping, LPG operations, fire-fighting equipment, journey management, electrostatic ignition, crossovers, and switch loading.</li> <li>• Proactively manage overtime for Operations staff.</li> </ul> <p><b>HSE and Operations:</b></p> <ul style="list-style-type: none"> <li>• Leads HSE culture in the depot by setting the example and ensuring compliance of all company HSE standards and operating procedures in all work-related activities.</li> <li>• On time delivery of planned and agreed Operations Activity Plan and maintenance activities.</li> <li>• Responsible for both Jet Fuel and LPG Receipt, Storage and Distribution, as well as LPG filling shed operations ensuring compliance of company operating procedures for decanting, pressure testing, painting, cylinder maintenance and steel management.</li> <li>• Assist the Operations Manager to prepare cost improvement initiatives and provide quarterly updates on implementation.</li> <li>• Always assure the highest level of safety awareness and practices.</li> <li>• Ensure effective implementation and recording of critical procedures as per policy and practice. Such areas include (but are not limited to) PPE, PTW system, Management of Change (MOC), conductivity testing, flash point testing.</li> <li>• Prepares work permits for works for high-risk activities in and around Sol facilities and at external sites.</li> <li>• Implement and record monthly HSE meetings.</li> <li>• Implement and record scheduled and ‘on the spot’ toolbox meetings as appropriate.</li> <li>• Ensure depot signage is complete and updated. An annual sign off is required.</li> </ul>

- Active involvement in Incident reporting and investigation.
- Carry out depot and other facilities periodic inspections.
- Execute special drills and exercises such as annual oil spill exercise. Such exercises and drills may be in collaboration with other oil companies and the emergency services.
- Manage relationship with emergency services (Disaster Preparedness Coordinator, Fire Chief and Police Commissioner), Customs, Harbour Master, and Industry partners.

**Fleet Operations:**

- Supervision and scheduling of all depot fleet operations including road tanker wagon's, LPG bobtails, and others.
- Document and agree a program for rationalizing delivery scheduling to optimize utilization and reduce peaks and troughs.
- Review and collate vehicle utilization report daily and submit monthly utilization and cost of transportation summary by the 5<sup>th</sup> working day and covering the previous month.
- Check, record, and act upon all operations vehicle daily logs.
- Scheduled maintenance, inspections and general upkeep of all operations vehicles and equipment including off road vehicles such as forklifts and pallet jacks.
- Review Bulk Driver's Consumer Inspection records/ reports and ensure a timely correction of faults and HSE standards omissions and gaps.

**Inventory Management:**

- Responsible for stock management with daily reconciliations and GP updates.
- Monitor and record daily stock variations and advise if tolerance of +/- 0.10% is exceeded in Av-Jet and 0.0% in LPG. When losses are higher than the tolerance, need to investigate losses and get corresponding approvals to adjust the books.
- Assist with the preparation of lubricants ordering process.
- Ensure physical storage conditions for lubricants and other stock items remain at the required standard.

**BOLD Behaviours and Values:**

- Be an ambassador and supporter of our BOLD leadership behavior and values.




**Build:** I build collaborative teams across Parkland

**Own:** I own my mandate

**Lead:** I lead by embracing change and continuous improvement

**Deliver:** I deliver exceptional results through customer experience

	<ul style="list-style-type: none"> <li>When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</li> </ul> 
<p><b>Qualification Requirements:</b></p>	<ul style="list-style-type: none"> <li>Background in engineering or other technical area would be an asset. Experience in supervising people is also a requirement.</li> <li>Competence in Microsoft Office software, particularly Excel, Project, Power Point and Word.</li> <li>Previous experience in fuel tank storage, handling and distribution would be an asset.</li> </ul>
<p><b>Other Competency Requirements:</b></p>	<ul style="list-style-type: none"> <li>Demonstrated ability to manage several simultaneous projects and deliver them on time and on budget without compromise to work quality or safety.</li> <li>Well organized, with a keen commercial sense applied to decision making. Expresses confidence in dealing with suppliers, negotiates well.</li> <li>Experience in Supervising teams and individuals.</li> <li>A practical operator with a proven ability to get things done on time and on budget.</li> <li>Knowledge of local market and operational methods of people in the area.</li> <li>Able to self-plan, motivate, and deliver results.</li> <li>Demonstrates enthusiasm and an attitude to work well with others in teams.</li> <li>Excellent interpersonal relationship skills to supervise people.</li> </ul>
<p><b>Other Information:</b></p>	<p>In addition to basic salary the successful applicant shall receive any applicable job grade allowances and be eligible to participate in the Sol Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</p>
<p><b>Application Procedures:</b></p>	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@Solpetroleum.com on or by <b>June 18, 2021</b>. 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>