




Job Description

Job Title:	Facilities Supervisor			
Employer:	Sol Petroleum Bahamas Ltd.			
Location:	Clifton Terminal, Clifton Point			
Available to:	Yes	Current Sol staff	Yes	External Applicants
Reports to:	Operations Manager			
Subordinates:	Terminal Foreman, Plant Operators, plant contractors, RTW Drivers			
Purpose:	To assure the safe and efficient day-to-day functioning of SOL PETROLEUM BAHAMAS LTD. Clifton terminal and facilities in The BAHAMAS			
Principle Accountabilities:	<ul style="list-style-type: none"> • Always ensure the highest level of safety awareness and practices. • Supervision of Foreman, Pump Mechanic, Operations Assistant, operators and contractors. • Responsible for stock management. • Assist with preparing annual capital and operational budgets for all SOL PETROLEUM BAHAMAS LTD. facilities and deliver to the time specified. • Carry out depot and other facilities' periodic inspections. • Preparation of work permits for works in and around SOL facilities and at external sites. • Ensure that all HSSE standards and practices are complied with in all work-related activities. • Carry out and record emergency exercises and drills at SOL PETROLEUM BAHAMAS LTD.' facilities as required. • Contribute to the ongoing development and refinement of all maintenance strategies and demonstrate commitment to those implemented. • On time delivery of planned and agreed maintenance activities. • Coordination (along with the Transportation Supervisor) of Specific annual staff training in the areas of Loading and discharging from ships and trucks, pipeline operations, tank dipping, firefighting equipment, journey management, electrostatic ignition, crossovers, and switch loading. • Participate in competence monitoring and performance assessment of SOL PETROLEUM BAHAMAS LTD.'s operations staff as appropriate. • Proactively manage staff overtime. • Accurate annual update of SOL PETROLEUM BAHAMAS LTD.'s asset register as it pertains to SOL Plant, facilities, and buildings. Assist where necessary with asset register in other SOL departments. • Implement and record monthly HSSE meetings. • Ensure collation and timely submittal of monthly HSE data and reports. • Implement and record scheduled and 'on the spot' toolbox meetings as appropriate. • Ensure contingency plans, including stock, are updated and verified bi-annually. • Ensure effective implementation and recording of critical procedures as per policy and practice. Such areas include (but are not limited to) PPE, PTW system, Plant change, conductivity testing, and flash point testing. • Monitor and record daily stock variations and advise if approved tolerances are exceeded in any product. • Assist with the preparation of the lubricants ordering process (as applicable). • Ensure physical storage conditions for lubricants and other stock items remain at the required standard. 			

	<ul style="list-style-type: none"> • Ensure various Facilities; signage is complete and updated. • Develop a good working relationship with the local Emergency Services. • Execute special drills and exercises such as annual oil spill exercises. Such exercises and drills may collaborate with other oil companies and emergency services. • Deputize the Operations Manager periodically when selected. • Lead and coach staff.
<p>BOLD Behaviours and Values</p>	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values. • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement, whether individual contributors, managers, directors, or the senior leadership team. <div style="text-align: center;">  </div>
<p>Qualification Requirements:</p>	<ul style="list-style-type: none"> • University degree in Engineering (Civil, Mechanical, Electrical or Chemical) or related discipline with 3-5 years of relevant experience at a supervisory level within a distribution operation. • Competence in Microsoft Office software, particularly Excel, Project, Power Point and Word. • Previous experience within the Petroleum Industry is a plus.
<p>Other Competency Requirements:</p>	<ul style="list-style-type: none"> • Demonstrated ability to manage several simultaneous projects and deliver them on time and on budget without compromise to work quality or safety. • Well organized, with a keen commercial sense applied to decision making. • Experience in Supervising teams and individuals. • A practical operator with a proven ability to get things done on time and on budget. • Knowledge of the local market and operational methods of people in the area. • Numerate with the ability to analyze data such as reviewing supplier and contractor quotations. • Able to self-plan, motivate, and deliver results. • Demonstrates enthusiasm and an attitude to work well with others in teams. • Excellent interpersonal relationships with the proven ability to supervise people. • Expresses confidence in dealing with suppliers and negotiates well. • HSSE and Emergency Codes compliance.
<p>Other Information:</p>	<p>In addition to basic salary, the successful applicant shall receive 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. Travel will be required.</p>
<p>Application Procedures:</p>	<p>Applications must 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 13 January 2023. 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>