



## Job Description

<b>Job Title:</b>	Aviation Superintendent
<b>Employer:</b>	SOL ANTILLES N.V.
<b>Location:</b>	Princess Julianna International Airport, St. Maarten
<b>Available to:</b>	Yes <b>Current Sol staff</b> Yes <b>External Applicants</b>
<b>Reports to:</b>	Operations Manager – SOL ANTILLES N.V.
<b>Subordinates:</b>	15
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To ensure a safe and efficient day to day functioning of the SOL ANTILLES N.V. operated Aviation Facility located at Princess Julianna International Airport in St. Maarten.</li> <li><b>Critical leadership role</b> in ensuring the safe, efficient, and compliant operation of aviation activities.</li> <li>Ensures aviation operations are executed with precision, reliability, and a commitment to excellence, ultimately contributing to the organisation's overall success.</li> </ul>
<b>Accountabilities:</b>	<p><b><u>Main Role:</u></b></p> <ul style="list-style-type: none"> <li>Always assure the highest level of safety awareness and practices.</li> <li>Supervision and full documentation of the process of receiving Aviation fuel products pumped from tankers, through pipelines and into the depot storage vessels. Assure relevant information is distributed post discharge within 24 hours.</li> <li>General supervision of Aviation personnel.</li> <li>Supervision of general sub-contractors used during the product receiving and/ or transfer operations.</li> <li>Supervision, scheduling and recording of Aviation fuel transfers to the receiving facility. Records of such transfers to be forwarded through the Facilities Supervisor to central files. These to include monitoring of pipeline pressures during transfers.</li> <li>When necessary and so directed to supervise, schedule and record the loading of Bridger trucks at the Cole Bay depot. Records of such loading to be forwarded through the Facilities Supervisor to central files.</li> <li>Execute Scheduled Maintenance, scheduled inspections and general upkeep of all Aviation depot plant, vehicles, equipment, including off road vehicles such as forklifts, trolley jacks and the like.</li> <li>Support SOL ANTILLES N.V. Operations Department with the preparation of an annual capital and operational budgets for SOL ANTILLES N.V. run Aviation facilities and deliver to time specified.</li> <li>Carry out daily depot inspections, document results to the Facilities Supervisor and alert Facilities Supervisor to all emergency issues.</li> <li>Assist with periodic (Quarterly, bi-annual and annual) depot inspections.</li> <li>The general proper functioning of Aviation plant, equipment and tooling.</li> <li>Ensure that all HSE standards and practices are complied with in all work-related activities.</li> <li>Assure all bulk storage tanks are dipped as per policy and operating standards.</li> <li>Ensure the bulk storage tanks are drained of water every day and record. Take and verify product samples to ensure product is clean, clear and dry before commencing transfer operations to the Airport.</li> </ul>

- Record and assist in the investigation of all stock variances.
- Assist with or execute and record emergency exercises and drills at SOL ANTILLES N.V. run Aviation facilities as required.
- Assist in the preparation of operations improvement initiatives and provide quarterly updates on implementation.
- Execute time and motion studies as and when requested to do so.
- Contribute to the ongoing development and refinement of all maintenance strategies and demonstrate commitment to those implemented.
- On time delivery of specific tasks that may be requested from time to time.
- Participate in competence monitoring and performance assessment of SOL ANTILLES N.V. Aviation team as appropriate.
- Highlight and recommend the training needs of persons under direct supervision.
- Agree and implement a training plan to address competency gaps in staff.
- Specific annual self and staff training in the areas of Loading and discharging from ships and trucks, pipeline operations, tank dipping, firefighting equipment & electrostatic ignition.
- Assist with annual update of SOL ANTILLES N.V. asset register as it pertains to SOL operated Aviation depot(s), facilities and buildings. Assist where &, when necessary, with asset register in other SOL departments.
- Implement and record monthly HSSE meetings.
- Implement and record scheduled and 'on the spot' toolbox meetings as appropriate – not less than one per week to be signed off by the Facilities Supervisor and kept in centralized files.
- Assist with the verification and bi-annual updating of contingency plans and stock for the Aviation facilities and in other areas when necessary.
- Full commitment to the implementation, practice and recording of critical procedures as per policy. Such areas include (but are not limited to) PPE, PTW system, Plant change, conductivity testing, flash point testing.
- Monitor, record and report daily stock variations and advise if tolerance of +/- 0.02% is exceeded in any product.
- Ensure physical storage conditions for fuels (bulk vessels), tooling, parts and equipment and other stock items remain at the required standards.
- Ensure Aviation depot signage is updated, in place and legible always. This should be incorporated into weekly depot inspections and a sign off is required.
- Participate in and, when required, 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.
- Assure all critical pipelines are tested per agreed standards.
- Assure fire pump is tested daily. Assure integrity of fire lines is not compromised and if so, report and follow up to ensure firefighting capability remains as per design intent.
- Check all fire extinguishers weekly and ensure maintenance checks are carried out and records kept.
- Test bonding cables on fixed equipment and forward records of same, through Facilities manager, to central files.
- Record Conductivity and continuity checks and forward records of same, through Facilities manager, to central files.
- Ensure, through recorded tests that all back up pumps and equipment remain in working order. All records to be forwarded, through Facilities Supervisor, to central files.
- Deputize for the Facilities Supervisor periodically when/ if selected.
- Lead and coach staff.

**HSSE:**

General Responsibilities (but not limited to):

	<ul style="list-style-type: none"> <li>• Assist in compliance reviews, general risk assessments and other safety assessments to support Health, Safety and Environmental management.</li> <li>• Identification of and assist in the compliance of applicable laws and regulations.</li> <li>• Observe HSE regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel.</li> <li>• Ability to work with employees and achieve cultural change in the face of potential resistance.</li> <li>• Maintain positive and proactive relations with managers and employees, as well as our customers and regulatory agencies.</li> <li>• Comply with all Sol and local regulatory HSE procedures and policies.</li> </ul>
<p><b>BOLD Behaviours and Values</b></p>	<ul style="list-style-type: none"> <li>• Be an ambassador and supporter of our BOLD leadership behavior and values</li> <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> <div style="text-align: center;"> </div>
<p><b>Qualification Requirements:</b></p>	<ul style="list-style-type: none"> <li>• A sound secondary education with city and guilds or similar qualification in a technical field.</li> <li>• 3 to 5 years working in an industrial facility in more than one position with the last year in a management capacity.</li> </ul>
<p><b>Other Competency Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Proven work experience as an Aviation Superintendent or a similar role in the aviation industry</li> <li>• Strong leadership and strategic management, fostering a culture of excellence, accountability, and continuous improvement to support the company's overall mission and objectives.</li> <li>• Safety-driven decision-making: prioritizing safety in every aspect of aviation operations, ensuring compliance with regulations, and proactively identifying and mitigating risks.</li> <li>• Strategic thinking and problem-solving: ability to assess operational challenges, develop innovative solutions, and implement long-term improvements that enhance efficiency and performance.</li> <li>• Effective communication and team leadership: capability to clearly convey expectations, provide constructive feedback, and foster collaboration among the staff.</li> <li>• Accountability and integrity: strong sense of responsibility in upholding company policies, enforcing industry best practices, and ensuring personnel operate with professionalism and ethical standards.</li> <li>• Employee development and mentorship: leadership style that motivates and inspires personnel, providing training, guidance, and career development opportunities to build a skilled and engaged workforce.</li> <li>• Proactive conflict resolution: ability to address challenges constructively, mediate disputes, and create a positive work environment that enhances teamwork and operational success.</li> <li>• Demonstrated service excellence focus.</li> <li>• Excellent interpersonal relationships with the proven ability to supervise people.</li> <li>• Demonstrated ability to function in a team (Team Player)</li> <li>• Pleasant disposition, with demonstrated good deportment, well organized, and with excellent verbal and written communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Emphatic demeanor with customer focus. Must be confident when dealing with customers.</li> <li>• Competent in Microsoft Office Software, particularly Excel and Word.</li> <li>• Well organized, with a keen commercial sense applied to decision making.</li> <li>• Good communication skills with ability to offer excellent customer service.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• A practical operator with a proven ability to get things done on time and on budget.</li> <li>• Strong ethics with a professional approach to work</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>• HSE and Emergency Codes compliance.</li> </ul>
<b>Other Information:</b>	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.
<b>Application Procedures:</b>	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>April 15, 2025</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.