

<b>TIMOR GAP, E.P</b>	<b>FUEL SUPERVISOR</b>
	<b>JOB DESCRIPTION</b>
<p><b>Position Title</b> : Fuel Supervisor</p> <p><b>Job Category</b> : Field staff</p> <p><b>Location / Unit</b> : Suai – CEM Kay Rala Xanana Gusmão Airport</p> <p><b>Reporting Relationships</b> : Refer to Refinery &amp; Petroleum Services Unit Chart</p> <p><b>Position line reports to</b> : Business Support Team Leader of Refinery &amp; Petroleum Services Unit</p>	

## 1. ROLE SUMMARY

Fuel Supervisor will oversee Suai Avtur/JET A1 fuel staff, facilities and daily fuelling operations in accordance with applicable downstream regulations, relevant standards and operating procedures and with respect to safety, training, security, stock handling and environmental protection. Fuel Supervisor will also be responsible to carry out and assist the inspection of the facility and JET A1 fuel product. S/he will also assist fuel operator to perform fuel operating activities. S/he is also responsible to liaise with suppliers and buyers in respect to loading and unloading activities.

## **2. KEY OBJECTIVES**

- 2.1. In charge of scheduling fuelling receipts and deliveries and inspections at the facility.
- 2.2. In charge to oversee fuel staff and fuel facility.
- 2.3. Assist the Business Team Leader to prepare site activities plan and operations to achieve the goals of the department and the unit;

## **3. PRINCIPAL RESPONSIBILITIES**

- 3.1. Ensure Jet A1 fuel received and delivery including unloading from supplier tank trucks, storage handling, loading to refuelling trucks and refuelling into the aircraft must conform with the set standards and procedures.
- 3.2. Conduct final check of all the operation processes to ensure the operations are carried out in a safe and efficient manner.
- 3.3. Ensure the required maintenance and inspections are carried out periodically as required.
- 3.4. Ensure the inspection reports are produced and maintained accurately as per company operating procedures
- 3.5. To conduct physical fuel stock control (dipstick) to verify the ATG record as well to ensure stock availability and to plan fuel order.
- 3.6. To check fuel quality by taking sample and maintain/store it as per the sampling procedures

- 3.7. Ensure the all daily fuelling activities/operations including unloading, loading, inspections, maintenance and sampling are properly documented.
- 3.8. Responsible to communicate with ground personnel and aircraft/helicopter crews or agents.
- 3.9. Perform or drive fuel trucks and ground service job as required.
- 3.10. Inform and coordinate with the airport authorities (ANATL and ACTL) in relation to operations and emergency matters
- 3.11. Inform TIMOR GAP, E.P in respect to. issues related to health, safety, security and environment at the facility.
- 3.12. Prepare and submit purchase requisition for office equipment, consumables etc. to Business Support Team Leader (BSTL).
- 3.13. Perform other related tasks as requested by the BSTL & directors or Senior Management;
- 3.14. Ensure compliance with Quality, Health, Safety and Environment (QHSE) management system across all TIMOR GAP, E. P. activities

## **4. AUTHORITY**

- 4.1 To authorise visitor access to the facility in coordination with BS TL
- 4.2 To authorise the commencement or stoppage of any fuelling operations on site
- 4.3 To take any action to stop the operations in the case of emergency
- 4.4 To authorise the purchase of goods and/or services from petty cash

## **5. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

### **5.1. Essential**

- 5.1.1. At least two (2) years of broad experience in the oil and gas industry;
- 5.1.2. Minimum Diploma(D3) in chemical engineering, business or related discipline;
- 5.1.3. Understand and knowledgeable of Timor-Leste's downstream regulations and fuel operations.
- 5.1.4. Computer skills (Word and Excel)
- 5.1.5. Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner;
- 5.1.6. Ability to communicate fluently and effectively in English and Tetum,
- 5.1.7. Agree to be assigned in Suai.
- 5.1.8. Flexible in working hours and contactable in 24 hours;

### **5.2. Desirable**

- 5.2.1. Two (2) years fuelling experience preferably
- 5.2.2. Valid truck driver license;
- 5.2.3. Non-smoker & Non-alcoholic