



NON-MANAGEMENT JOB DESCRIPTION

JOB TITLE:	PLANT OPERATOR	LOCATION:	PROVIDENCE																																				
REPORTS TO:	TERMINAL SUPERVISOR	JOB CODE:	02-02-30-13																																				
DIVISION:	-	GRADE:	02																																				
DEPARTMENT:	INVENTORY & PROCUREMENT	SECTION:	INVENTORY																																				
SUMMARY STATEMENT	Responsible for facilitating the filling of Statement storage and vehicular fuel-tanks by performing a combination of duties.																																						
D U T I E S T O F U L F I L L R E Q U I R E D	DESCRIPTIONS OF DUTIES:																																						
	READS log to obtain information concerning pumping operations during previous shift.																																						
	OBSERVES flowmeters, pressure gauges and fluid levels to ensure that pumps and equipment are in good working condition and informs Supervisor of discrepancies.																																						
	RECTIFIES situation according to instructions received.																																						
	STARTS pump to load or unload vessels and tankers to transfer products during process operations.																																						
	ENSURES that blank caps are installed in appropriate positions on lines to stop flow of undesired liquids and prevent contamination of products.																																						
READS ampere meter to ensure that pump is working and motor is not overloaded.																																							
OILS and GREASES pumps and associated equipment to maintain them in good working condition.																																							
The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.																																							
WORK FIELD DATA	WORK FIELD: WORK REQUIREMENTS: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><u>MACHINES</u></td> <td style="width: 25%;"><u>TOOLS</u></td> <td style="width: 25%;"><u>WORK AIDS</u></td> <td style="width: 25%;"><u>EQUIPMENT</u></td> </tr> <tr> <td>Gasoline pump</td> <td>Pen</td> <td>Signs on the walls</td> <td>Dip Stick</td> </tr> <tr> <td>Diesel pump</td> <td>Pencil</td> <td>Buckets</td> <td>Water Paste</td> </tr> <tr> <td>Kerosene pump</td> <td>Notebook</td> <td>Raincoat</td> <td>Fuel Paste</td> </tr> <tr> <td>Road tanker</td> <td>Staple Machine</td> <td>Gloves</td> <td>Windscreen Wiper</td> </tr> <tr> <td></td> <td>Ruler</td> <td>Respirator</td> <td>Broom</td> </tr> <tr> <td></td> <td>Calculator</td> <td>Safety boots</td> <td>Dustpan</td> </tr> <tr> <td></td> <td></td> <td>Traffic Stop Cone</td> <td>Cleaning Cloth</td> </tr> <tr> <td></td> <td></td> <td>Umbrellas</td> <td>First Aid Kit</td> </tr> </table>			<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>	Gasoline pump	Pen	Signs on the walls	Dip Stick	Diesel pump	Pencil	Buckets	Water Paste	Kerosene pump	Notebook	Raincoat	Fuel Paste	Road tanker	Staple Machine	Gloves	Windscreen Wiper		Ruler	Respirator	Broom		Calculator	Safety boots	Dustpan			Traffic Stop Cone	Cleaning Cloth			Umbrellas	First Aid Kit
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QUALIFICATIONS PROFILE

FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Post Primary/ Community High School up to 3 Form; Ability to observe matters and record data.	6	15
2	EXPERIENCE/JOB KNOWLEDGE	Performs routine work requiring little or no previous experience, but perhaps drawing on skills acquired in an informal manner until becoming familiar with work requirements. Knowledge of basic or commonly used rules, procedures and operations required.	6	15
3	SUPERVISION	Responsible for work assignments with established procedures for highly repetitive tasks. Supervisor monitors work for completeness and adherence to instructions and established procedures.	4	17
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for facilitating the filling of Statement storage and vehicular fuel-tanks by performing a combination of duties.	3	25
5	COMPLIANCE	The employee works in strict adherence to instructions. Deviations must be authorized by Supervisor. Procedures for undertaking tasks are clearly set out.	4	15
6	QUALITY OF WORK	The subordinate uses initiative in carrying out recurring assignments. Ability to manipulate valves to open and close pipelines to facilitate pumping of products into storage tanks or to final destination.	4	15
7	ANALYTICAL SKILL	Takes samples of fuel products from storage tanks of onshore and offshore vessels for testing. Activities are guided by rules and procedures.	4	14
8	TECHNICAL/ PROFESSIONAL	The Incumbent is required to climb storage tanks to check ullage gauge during pumping operations, sets filling gauge and closes off ullage gauge at appropriate time.	3	19
9	INTERPERSONAL SKILL	Interpersonal contacts are with employees within the Terminal environment to obtain, clarify or provide information of a routine nature. Ability to communicate with vessel's personnel during operations to ensure safe and accurate pumping.	3	19
10	MENTAL AND VISUAL DEMANDS	Above average attention to record information on loading and discharge operations, indicating quantity and quality of fuel pumped, time pumped and vessel or storage facilities involved.	3	17
11	WORKING ENVIRONMENT	The environmental and working conditions can be severely hazardous, demanding, and stressful or result in excessive fatigue to the employee up to 75% or more of the time. The working environment involves high risks and frequent exposure to potentially dangerous situations such as climbing tankers to dip fuel. The work may also require excessive physical exertion. Exposed to fumes and toxic conditions; to rainy and wet conditions and heights to check fuel level.	1	90
LICENCES:			TOTAL:	261
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES		DATE:		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		