Job Description

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Job Title
Shift Supervisor

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Supervisory

Industry
Oil & Gas

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Oil & Gas: 5 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Shift Supervisor will be responsible to effectively and safely carry out various Depot related activities as per instructions from the Operations Coordinator and/or Depot Manager and/or Operations Manager by ensuring the manpower, company assets, equipment, and surroundings of the Depot are tidily maintained and petroleum products are safely and effectively received, stored, transferred, blended and delivered while ensuring equipment integrity and optimal and at the same time focusing on minimizing product losses. Also, to ensure that all activities performed adhere to set out standards and procedures, HSSEQ requirements, and relevant legislation and regulations

Responsibilities

- Ensure the smooth running of the Depot in accordance with the Standard Operating Procedures (SOPs) and as guided by Operations Coordinator and/or Depot Manager and/or Operations Manager.
- Ensure products coming to the Depot for storage are properly received and quantified as per set out guidelines.
- Align products to the receiving tank(s) as per set out sequence, and control the volumes required to be received into each tank both physically and electronically.
- Ascertain the final received quantities by tank gauging, temperature measuring, density measuring, and recording final received parameters for received volume calculation.
- Ensure products are timely, correctly, and efficiently delivered to customers with zero mis-operations.
- Prepare the ship discharge agreement/protocol for every reception and share it with the Surveyors onboard or company's representative on the vessel for signing and documentation.
- Ensure the valve alignment checklist is properly prepared and documented for every vessel reception as well as pump-over operations.
- Ensure product reception into the tanks is done as per set out tank API safety levels.
- Ensures quality, safety, and security of all products received into the Depot, handled, and transferred to receiving Depots
- Ensures proper operations to minimize all product losses
- Routine stock (daily) measurement and movements of the tanks as per procedures. This involves the daily morning gauging of tanks to measure and record the product level and temperature of the tank contents as per applicable safe work procedures and tank product movement.
- Correctly and accurately operate the flow meters, Automatic Tank Gauges, pumps, and other critical equipment and facilities

as per the applicable safe working procedures
- Ensure that products received in the tanks are within Tanzania Quality specifications as per TBS. Quality is monitored and maintained throughout product receipt, storage, and handling (Tank-to-Tank Transfers and Transfers to Customer Depots)
- Control the cleanness and Housekeeping of the tank farm, pump stations, and valve manifolds.
- Report any abnormalities and non-compliance (NEAR MISS) as per prevailing company guidelines.
- Motivate employees to report near misses as per the prevailing company guidelines
- Routine inspection (daily) of the tank farm installations such as dykes, various valves, pumps, pipes (both internal and external), and tanks for assessing the integrity of the facilities and to verify any unsafe and/or un secure situation and report for corrective action.
- Follow all prevailing Safety Guidelines and rules for all equipment used in the Depot Operations
- Initiate timely communication to inform higher management, relevant departments, and emergency response teams about the incident.
- Ensure a safe and orderly evacuation of employees and visitors, directing them to designated assembly points.
- Oversee the evacuation process, making sure everyone follows evacuation procedures
- Ensure that emergency equipment, such as fire extinguishers and first aid kits, are accessible, functional, and properly used if needed.
- Follow established procedures for responding to the emergency, whether it's a fire, chemical spill, power outage, natural disaster, or other incident.
- Take measures to contain the emergency and prevent its escalation, such as shutting down equipment, isolating affected areas, or initiating spill containment procedures.
- Intervene any foreseeable emergencies reported to occur within and around company premises.
- Maintain accurate records of the incident, actions taken, and responses initiated during the emergency.
- Provide support and guidance to employees during and after the emergency, addressing concerns and ensuring their well-being.
- Lead the operation of emergency equipment when responding to incidents, such as efficiently running of Depot firefighting equipment, using fire extinguishers to control small fires, activating emergency showers in case of chemical exposure, or providing first aid to injured individuals.
- Coordinate the deployment of emergency equipment and personnel during incidents, ensuring that the right resources are allocated to address the situation effectively.
- Review work permit applications submitted by Permit applicants to ensure that all necessary information is provided and that proposed safety measures are adequate.
- Prepare and issue the work permit certificate to permit applicants only after conducting a thorough review and confirming that the proposed work can be conducted safely.
- Collaborate with the team to assess potential risks associated with the proposed work.
- Determine if additional precautions or safety measures are needed and provide guidance accordingly.
- Ensure that work areas are properly prepared and set up according to the requirements outlined in the work permit.
- Follow up on the work being conducted under the work permit to ensure that safety measures are followed, and potential hazards are managed effectively.
- Ensure that work is completed per the work permit and that equipment is returned to normal once the task is finished.
- Maintain accurate records of issued work permits, including details of the tasks, safety measures, and personnel involved, and completion status.
- Ensure work permits adhere to all relevant regulatory and safety requirements.
- Coordinate with permit applicant and permit holder to ensure the issued permits are closed and well maintained after the task completion.
- Supervise various basic maintenance and fitting of the various facilities like flanges valves etc. so as to maintain the Depot in a safe and tidy manner at all times.
- Monitor the performance of various assets – operational machines, equipment and vehicles and in case of malfunction (strange noise, vibrations, leakage) report the problem for maintenance as per the prevailing company guidelines.
- Perform any other related duties as may be assigned by the operations Coordinator and/or Depot Manager and/or Operations Manager.

Additional Accountabilities:

- Inventory Management
- Facility Maintenance and Upkeep
- Operational Planning and Coordination
- Regulatory Compliance and Reporting
- Emergency Response and Crisis Management
- Customer Service and Relationship Management
- Continuous Improvement and Innovation

Education & Qualifications

- Technical Diploma or BSc. in Mechanical, Electrical, Industrial, or Petroleum Engineering.
- Knowledge and understanding of current trends and developments in technology in downstream petroleum Depot installations

Requirements

A minimum of 5 years' working experience in a supervisory role within the petroleum industry.

Characteristics

- High level of personal integrity and accountability
- Strong interpersonal skills
- Excellent communication skills both verbal and written
- Ability to lead a team
- Ability to work under minimal supervision
- Focused and attentive to detail
- Knowledge of HSSEQ
- Ability to work under pressure
- Strong analytical and problem-solving skills

Reporting To

1. Operations Manager
2. Depot Manager
3. Operations Coordinator

Driving Licence

Not Required

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