



Job Title:	Fleet Supervisor
Employer:	SOL (BARBADOS) LTD
Location:	Spring Garden, St. Michael, Barbados
Reports to:	Operations Manager – SOL (BARBADOS) LTD
Subordinates:	13
Purpose:	To assure safe and efficient road transportation and assist with day to day functioning of SOL (BARBADOS) LTD and SOL PETROLEUM (BARBADOS)SRL
Principle Accountabilities:	<ul style="list-style-type: none"> • Assure the highest level of safety awareness and practices at all times. • Continuous update of market Road Transport Case (s) • Review GPS alerts and follow up on issues identified • Schedule and dispatch Road Transport Wagons (RTWs) and LPG Bobtail tanker(s) in a timely manner. The scheduling and dispatching function will promote maximum vehicle utilization rates and minimize personnel overtime. • Communicate continuously with the Drivers, Sales team and CSC to ensure: <ol style="list-style-type: none"> i) Efficient orders are being taken to facilitate logistical loading of tanker wagons ii) Orders taken are approved for delivery, improving operational efficiencies. iii) Delivery quantities are logged throughout the working day to ensure that by close of business, the business is ready to close. • Review and collate HSE statistical reports, daily vehicle utilization reports, driver incident reports and daily defects forms, in addition to any other forms which may be put in place from time to time and submit monthly summary reports by the 2nd working day of the following month. • Check, record and act upon all operations vehicle daily logs. • Review daily bulk driver consumer inspection records/ reports and ensure correction of faults, HSSE standards omissions and gaps within one (1) month from the date of submission or as otherwise agreed with the Operations Manager. • Schedule and review maintenance, inspections and general upkeep of all Company vehicles and rolling equipment including off-road vehicles such as forklifts and pallet jacks. • Implement and maintain a computerized maintenance system for fleet management and control. • Collect and review the daily vehicle checklist and truck defect forms. Review and ensure that any truck defects are actioned timely. Once the truck is returned to service, both the driver and mechanic must sign off the truck defect form. • Document and agree a program for rationalizing delivery scheduling to optimize utilization and reduce peaks and troughs in delivery. • Create daily purchase orders based on daily uplifts of fuel from BNOCL and Holborn Terminal.

	<ul style="list-style-type: none"> • Daily update of the three-way reconciliation for both SOL (BARBADOS) LTD and SOL PETROLEUM (BARBADOS) SRL. • Submit a daily inventory report to Operations Manager, General Manager, and Inventory Focal Point. • Load confirm daily sales. • Daily reconciliation of all stocks to ensure variances are within Sol Group approved limits. • Provide product variance reports by 2nd working day of each month. • Timely reconciliation and effective management of stock and related processes to ensure alignment with Great Plains data and physical inventory. • Submit all completed C33 forms to Finance daily. Continuous follow up on outstanding C33 forms to ensure that all forms for deliveries made are submitted within 48 hours of date on which the product was delivered. • Initiate, discuss, agree and implement agreed scheduling improvements for all product distribution. • Ensure that drivers report, document and receive feedback on Unsafe Acts, Unsafe Conditions (UAUCs), Near Misses, and Potential Incidents. Ensure that UAUCs are resolved in a timely manner. • Actively participate in HSSE and toolbox meetings • Lead weekly safety and operation toolbox talks with drivers and RTW contractor drivers. • Attend training courses as required. • Training of Drivers: <ol style="list-style-type: none"> I. Conduct / Facilitate the initial training and refresher training for drivers, in order to assure that all personnel be competent enough to complete his job. II. Develop a training plan and assure that all drivers receive 100% of the mandatory program annually. III. Pass Competency Tests for Pre-Trip, loading, driving, and unloading. IV. Conduct the Certification of Drivers Test / for new Drivers. V. Train and Develop new drivers in accordance with Company Requirements. VI. Evaluate FLEET operations with SOL Group Safety Program, and provide feedback. VII. Develop individual training plans according to the deficiencies found in the Competency Evaluations. VIII. Keep Database of the training results. IX. Be of support to the Operations Manager participating in the incident investigation. X. Provide Fleet Management progress reports of the training. XI. Participate in the process of revision of annual Driver's evaluation. • Manage contracted drivers as outlined in contractor management framework • Prepare the RTW HSSE stats for Company-owned trucks and contractor-owned trucks.
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	<ul style="list-style-type: none"> • Conduct daily Safe Behavior Observations (SBO) and Incident Prevention Observations (IPOs) for truck drivers and contractor drivers. • Review Bulk Driver's Customer site records/ reports and ensure a timely correction of faults and HSSE standards omissions and gaps. • Employ customer care techniques to make the delivery process a pleasant and professional experience to the customer thereby achieving zero customer complaints. • Participate in special drills and exercises such as an oil spill exercise. Such exercises and drills may be in collaboration with other external agencies. • Actively participate in Incident reporting and investigation activities.
<p>Qualification Requirements:</p>	<ul style="list-style-type: none"> • A Bachelor's Degree in Mechanical Engineering with 4 years relevant experience at supervisory level within a distribution operation • Previous fleet management experience • Basic knowledge of Industrial HSSE requirements • Knowledge of Employment Rights Act (Barbados) and Safety at Work Bill (Barbados), Drivers Guide, Defensive Driving, Emergency Procedures, and Goal Zero System • Experience working in unionized environments • Minimum of two (2) years' experience in coaching, leading and inspiring teams
<p>Other Competency Requirements:</p>	<ul style="list-style-type: none"> • Must be extremely disciplined • Willing to work outside of normal hours • Excellent communicator – verbal, written and non-verbal • Strong vehicle operative knowledge • Solid knowledge of legal norms related with the Fleet Operation • Show ability to impart knowledge in a way in which other drivers may easily comprehend • Have passion for continuous improvement in safety • Provide positive and constructive feedback to drivers in a positive way to obtain continuous learning development • Highly effective instructor • Strong interpersonal abilities; capable of interacting effectively with Management, Drivers and Sales • Must be computer literate with proficiency at a minimum, in MS Outlook, MS word, Excel, MS Project and MS PowerPoint. • Proven experience with use of preventative maintenance systems • A practical operator with a proven ability to get things done on time and on budget • Knowledge of the Barbados market and operational methods of people in the area • Numerate with the ability to collect, collate and analyze data, producing management information type reports thereafter • Able to self-motivate, self-govern, and deliver results on time • Able to critical think and work • Demonstrates enthusiasm and an attitude to work well with others in teams

	<ul style="list-style-type: none"> • A team player with excellent interpersonal skills with the proven ability to supervise people • Expresses confidence in dealing with suppliers, negotiates well. • HSE and Emergency Codes compliance
Other Information:	In addition to basic salary the successful applicant shall receive any 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.
Application Procedures:	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 July 16, 2017. Applicants must complete all of 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.