



Job Ref No:	GRAND CAYMAN (GC) AVIATION WINGMAN, MAY 2019
Job Title:	Aviation Wingman
Employer:	SOL Petroleum Cayman Limited
Location:	Grand Cayman
Reports to:	Aviation Supervisor / Crew Chief / Shift Supervisor
Subordinates:	None
Purpose:	<p>To provide the following services to the Operator in accordance with operations, safety and quality control standards prescribed by the Operator.</p> <ul style="list-style-type: none"> • Receives, stores and distributes aviation fuel to customers in accordance with established operating procedures, safety and quality control requirements and standards prescribed by the Operator. • Completes all safety reports, delivery tickets, certificates, log books and other documentation in accordance with operating procedures. • Maintains safety standards required for all job functions (aircraft refueling, refueller loading, tank draining, driving of refuellers and other vehicles in all weather conditions, surfaces and runway apron, emergency procedures etc.) • Acts as first point of contact with customer and to maintain customer service level.
Job Description:	<ul style="list-style-type: none"> • 60% Refuelling, including related documentation • 30% Plant and Equipment Checks • 10% other documentation <p>Plant Activities:</p> <ul style="list-style-type: none"> • Supports daily fuel transfers from terminals. • Executes assigned plant duties from the Shift Supervisor or Superintendent • Ensures that the required periodic checks for plant equipment are completed and documented. • Complies with plant maintenance and emergency procedures as specified by Operation Standards and upgraded from time to time. • Ensures that the following procedures are completed and recorded: <ul style="list-style-type: none"> • Product sampling from all tanks, tank sumps filters. refuellers etc. and other low points and returning such product to the recover vessels. • Dipping and reconciling of all storage tanks daily • Documenting temperature and density for each storage tank daily following established procedures • Dipping tanks before and after transfer of product and recording dips in the logbook. • Colorimetric membrane test once a month or each mobile and plant filter outlet. • Checking of all measuring equipment periodically. • Removals and cleaning of nozzle strainers on a weekly basis.

- Checking of all bounding cables located on mobile equipment and plant equipment on a weekly basis.
- Reports and documents all abnormal equipment operation and mechanical problems as soon as they occur or are observed.
- Checks all emergency plant equipment (fire system, power generator, alarm verification) on a weekly basis and documents any deficiencies
- Checks truck interlock system daily before using the unit, completes and documents weekly check, completes and documents interlock override switch monthly.

Driving and Refuelling:

- Safely drives refueller truck in and outside airport areas.
- Correctly completes fuelling assignment, following established procedures including completion of all pertinent documentation.
- Safely drives fuelling equipment following established procedures.
- Performs Clear & Bright quality test on each fuelling to ensure prevention of contamination.
- Shows Clear and Bright quality test result to customer and documents results on the delivery ticket.
- Observes and documents Differential Pressure on each fuelling
- Monitors deadman switch operation on each fuelling and records abnormal operation in the logbook.
- Records deadman Switch opening time, closing time and volume in the logbook on a weekly basis.
- Calculates rates for cash sales, using rate sheets provided, and takes cash from customers and issues receipt.

Secondary Function

(To be undertaken in the absence of the Aviation Mechanic or if called upon to do so on occasion by the Supervisor)

- Assists with keeping in good working order all vehicles and plant equipment owned by the Operator.
- Assists with keeping the workshop, maintenance room & storerooms clean, tidy and safe.
- Assists with maintaining in a safe working order, all tools and equipment.
- Assists with checking truck and pickup engines, cooling system, tires and electrical system daily before the unit is used, completes and documents daily, weekly, monthly, bi-annual and annual checks.
- Completes and documents interlock override switch monthly.
- Uses light vehicles to collect parts and supplies from time to time.

Safety

- Participates in safety related programs and complies with set objectives.
- Participates in all safety activities and programs required by the Operator, including the Observation program.
- Participates in Program and Unsafe Condition/Near Miss reporting system and safety/emergency exercises.

	<ul style="list-style-type: none"> • Attends all training sessions provided by the Operator, agents of the Operator, Airlines, Contractor or agents of the Contractor required for the effective performance of the position. • Assists with on-the-job training of Trainees, as may be required from time to time. • Any other duties, compatible with the level of position, that may be assigned from time to time.
Qualification Requirements	<ul style="list-style-type: none"> • Certification in Automotive Mechanics OR <ul style="list-style-type: none"> • School leaving certificates • Basic knowledge of automotive mechanics and on-the-job training in aviation operations for a period over five (5) years • Heavy vehicle driving license
Job Candidate Requirements	<ul style="list-style-type: none"> • A minimum of five (5) years of experience in a similar position. • Demonstrated ability to function in a team (Team Player). • Well organized, with excellent verbal and written communication skills. • Competent in Microsoft Office Software, particularly Excel and Word
Other Information:	<ul style="list-style-type: none"> • The Sol Group is the leading supplier of petroleum products and energy services across 23 territories in the Caribbean, as well as Central and South America. Sol is an equal opportunity employer and aims to create a world-class operation through the development and retention of talented professionals. With a results-oriented focus and a “pay for performance” compensation and reward philosophy, Sol will provide challenging and meaningful careers to the right people. • SOL promotes a drug and alcohol-free environment and all employees are subject to initial and random screenings. In addition to basic salary, the successful applicant shall be eligible to participate in the Sol Group Pension Scheme and its Group Health and Life Insurance Scheme.
Application Procedures:	<ul style="list-style-type: none"> • 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. • Applicants must complete all of the requested information to be considered. Deadline for applications is Thursday, May 30, 2019. Certified copies of relevant certificates will be requested for those applications under consideration. • Only suitable applications will be acknowledged.