



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT:	Aviation Fuels
POST:	Operator
RESPONSIBLE TO:	Aviation Depot Manager
JOB PURPOSE:	To provide into plane refuelling services which includes regular fuel quality checks, as well as periodic inspection and maintenance of all associated equipment in accordance with Puma Energy (Aviation) SA policies and procedures.

JOB OUTLINE:

- Carry out daily quality control checks and periodic certification sampling on aviation fuels, namely Jet A-1 fuel.
- Perform daily operational checks on all refuelling vehicles and equipment.
- Complete and maintain documentation for all operational and maintenance tasks.
- Provide into plane refuelling services for all visiting aircraft and ensure that all documentation is correctly completed for invoicing purposes.
- Be familiar with all health and safety reporting processes including defects reporting, near misses reporting and accident/incident reporting.
- Assist with the receipt, transporting, storage, transferring and handling of all aviation, namely Jet A-1, fuel supplies.
- Become familiar with all PUMA Task Procedures and Aviation Records.
- Carry out periodic maintenance tasks as and when required.
- Be able to carry out corrosion control works on vehicles and equipment.
- Visually inspect all sites, vehicles and equipment on a regular basis for any health and safety issues.
- Ensure all tools and equipment are cleaned, inspected and maintained.
- Assist with the isolation, clean up and decontamination of possible fuel spills.

HOURS OF WORK

- 40 hours per week

SPECIAL CONDITIONS OF WORK:

- Expected to work in a potentially hazardous environment.
- May be expected to work at heights.
- To be available outside of normal hours to attend any emergency/unscheduled aircraft.
- Will be expected to undertake further/refresher training and development locally and/or overseas.
- Be in possession of a valid J4 driver's licence.

QUALIFICATIONS AND EXPERIENCE:

- Be certified to carry out into plane refuelling and associated duties.
- At least Grade C and above in English, Mathematics and Science.
- Be computer literate and familiar with all Microsoft applications.
- Be able to uphold high standards of general housekeeping.
- Adequate health and safety awareness training.
- Manual Handling and Working at Heights Awareness training.
- Fire Extinguisher Awareness training.

PERSONAL QUALITIES:

- Be able to follow instructions carefully and meticulously, ensuring that all health and safety rules are followed in all processes.
- Maintain a constant learning attitude.
- Be observant and report anything that could potentially pose a threat to health and safety.
- Must have a clean background in order to work in areas requiring high security clearance.
- Must be able to work within a small team.