



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT:	Bulk Fuel Installation
POST:	Watch Keeper
RESPONSIBLE TO:	Assistant BFI Manager
JOB PURPOSE:	To regularly check Bulk Fuel Installation complex and equipment, and perform maintenance work when necessary.

JOB OUTLINE:

To perform a range of maintenance duties, which includes painting and any other work including those, listed below.

- Hourly patrols and checks at Mid Valley and Beach sites.
- Performing minor maintenance work.
- Transferring fuel between tanks.
- Opening and closing valves.
- Taking tank dips and reading meters.
- Assisting with the changing over of the road tanker's tank when required.
- Cleaning and polishing all electrical control panels and fire equipment.
- Cleaning BFI buildings and vehicles.
- Weeding in and around BFI compounds and watering plants and surrounding shrubs.
- Taking part in regular fire exercises and attending fire fighting training with the Fire Service.
- Being aware of and adhering to safety regulations.
- Preparing all necessary apparatus before and on the arrival of a fuel tanker, assisting with the delivery of fuel from the tanker, and restoring all apparatus after the fuel has been unloaded.
- Adjusting valves to stabilise fuel receipt gauge.
- Filling all fuel tanks and checking dips and gauges.
- Any other related duties as required by Management.