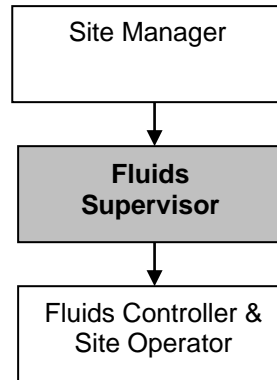




JOB DESCRIPTION

1. Position: **Fluids Supervisor**

2. Reporting Relationships:



3. Job Purpose:

To work within the Peterhead Processing Site in a hands on Supervisory role controlling fluids receipts and despatches, monitoring fluids testing and supervising the operation of the slops treatment plant and associated equipment. Monitoring storage and product tanks within tank farm, and assisting the Lab Technician with sampling and analyses when required. Ensuring that all Fluids machinery/ equipment is properly maintained and operators are trained correctly in it's use. All work shall be carried out to a high standard with regards to Company quality, safety and environmental standards. To ensure that an efficient fluids control operation is maintained and accurate information is recorded. To identify and undertake training as required.

There may also be a requirement to work in other areas as and when operations dictate – see section 5.

4. Key Responsibilities

4.1 Centrifuge/Fluids Management

- Ensure that daily checks on plant and storage tanks are performed.
- Supervise/ Operate slop treatment plant and all associated equipment ensuring that operational instructions and procedures are followed.
- Ensure that detailed checks are carried out and that appropriate paperwork for the reporting of raw materials and processed products is maintained.
- Ensure that tank balances are recorded.
- Oversee receipts of slop material, bins, tankers, and internal movements associated with Slops.
- Ensure transfer and recording of receipt materials is carried out accurately.
- Responsible for quality check of recovered fluids
- Assign / Supervise Fluids Department Staff

4.2 Laboratory Checks

- Provide assistance with daily site lab checks and recording results
- Provide assistance with taking samples from material receipts, carrying out lab basic analyses when required.
- Ensure that the lab is kept in an orderly fashion



4.3 Yard – Assist with essential yard duties when required by:

- Operate the Forklift and any equipment required for Fluids Control
- Inspect and identify faults on any vehicle and record in daily checklist.
- Record operations and transportation details, as required by the company's operation procedures.
- General assistance with yard operations where required or requested by site management.

4.4 HSE & SEPA:

- Following all TWMA and HSE/SEPA procedures.
- Addressing any concerns and taking appropriate actions in conjunction with TWMA procedures.
- Attending monthly safety meetings with HSE personnel.

4.5 Complying with Procedures

- Ensure all operations comply with the Company and Client operating policies and procedures.
- Ensure all operations comply with the Company Health and Safety policy as defined in the Company handbook.
- Be aware of company conditions of employment as detailed in the Employee Handbook.
- Liaise with HR Department to assure compliance with current employee law legislation.
- Attend training courses to develop skill set as required

4.6 Waste Handling Duties - undertake waste handling duties by:

- Assist in the offload and loading of Bulk Tankers onto weighbridge.
- Interact with weighbridge operator.
- Visually inspect incoming waste and outgoing recovered oil
- Ensure that waste received and oil or fluids despatched are recorded accurately
- Ensure that samples are obtained from incoming waste for lab analysis
- Ensure that wastes received are stored in the correct tanks

Prerequisites

- Mechanical aptitude and knowledge of Centrifuges, Disk Stacks and associated equipment.
- Basic chemical knowledge of oil based materials / wastes
- Ability to perform maintenance checks and fill out appropriate forms.
- Good safety and environmental awareness.

5. Other Areas – an employee may be called upon to work in any of the disciplines in section 5. This requirement will be subject to operational needs and also the ability of an individual to adapt Accordingly.

5.1 Special Waste

- Record incoming waste.
- Sort, labeling & re-packaging waste.
- Preparation of waste leaving the site.
- COSHH assessment.



<p>5.2 External Work – undertake external work when required by:</p> <ul style="list-style-type: none">• Follow instructions from the site supervision as required.• Manage out of hours work as required.• Work at client sites when required.

This is not an exhaustive list of duties but it is expected that you will carry out all duties to assist the efficient and safe operation of the allocated tasks and the operation of the site.

This is to certify that I understand all that is expected of me in this job description

Signed:.....

Date:.....

PLEASE RETURN ONE SIGNED COPY