

## **VACANCY NOTICE**

**Position Title:** Thermal desorption site supervisor

**Department:** Environment

**Location:** Patos Marinza Field

### ***Key Requirements:***

- University Mechanical/Electrical Engineering Bachelor Degree, University Master's Degree desirable;
- Working experience minimum of 5 years; Experience with such similar equipment, such as pyrolysis treatment is an advantage.
- Experience with electric motors and other electro-mechanic devices; Experience with gas powered equipment is a plus.
- Excellent analytical, organizational skills;
- Computer literate extensive knowledge of MS Office suite, including MS Word, MS PowerPoint, MS Excel and MS Outlook;
- Must possess the ability to plan, prioritize, assign, review, and evaluate work;
- Must have strong communications skills; A positive approach to work, and the willingness to accept additional tasks.
- Good English language both written and spoken is required;
- Demonstrate the ability to manage multiple works with changing priorities and tight operating deadlines;
- Must have excellent interpersonal skills to facilitate communication with staff and contractors;
- Have valid driver's license.

### ***Key Responsibilities:***

- Responsible for the site supervision, assignment of daily tasks, coordinate the requirements for input of materials and output materials for effective storage
- Ensure all employees and contractors follow Bankers Petroleum Albania Limited Health, Safety, Security, Environmental, and Social policies and procedures.
- Ensure good housekeeping standards, complete site inspections as per HSSE guidelines and ensure follow-up is completed. Ensure risk assessments are update to date for the site employees.
- HSSE - participate in meetings for BPAL staff. Involved in incident reports and corrective action items ensure all concerns and action items are dealt with.
- Produce daily and weekly operation reports.
- Work on day to day issues involving all aspects of maintenance requirements.
- Responsible for work schedules, vacation schedules and timesheet approvals.
- Train and mentor employees
- Organize daily toolbox talks and discuss the daily work plan, safety meeting, keeping worksite and handling equipment clean.
- Keep in regular communication with manager and notify when tasks are completed or if any problems are encountered
- Self-motivated, energetic and able to work in a team in a challenging environment;
- Conduct preventative maintenance program, ensure program is developed, scheduled and documented.

- Participate in meetings associated within the area of responsibility.
- Analyzing and determining root cause of equipment failures and perform repairs.
- Identifies staff development and training needs and ensures that training is obtained.
- Participate in interview and hiring of site personnel

### **Application Process:**

Interested candidates should submit their applications to the Human Resources Department via email at [humanresources@bankerspetroleum.com](mailto:humanresources@bankerspetroleum.com).

**Deadline for Application Submission:** February 8th, 2024

**Please ensure that your application is received by the deadline.**