

Camp Services Coordinator III

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Company: Scruples Resource Limited

Location: 375-Bonny River Terminal

Category: other-general

MAIN FUNCTIONS

Coordinate the delivery of Camp and Catering services, Grounds-keeping, Non Process Building cleaning and minor Earthworks and Road Maintenance tasks within operational organizations. Includes services for local Airfield and occasional support to remote sites or assisting with project and contingency operations. To be considered for this role you must have strong safety leadership skills with previous exposure to major oil & gas company safety culture. In addition, you must be able to present ideas and communicate effectively across all levels of management.

TASKS AND RESPONSIBILITIES

- Supervise and lead the safe performance of staff and contractors performing Facility Services functions, including Camp and Catering operations, Camp Maintenance and domestic services across non-process facilities
- Ensure control and accountability for all consumable resources, from order through to end use
- Ensure integrity of ration reconciliations. Report and assist in investigating any discrepancies or losses
- Ensure accurate maintenance of Attractive Items registers, and accountability for equipment
- Lead the implementation of Operations Integrity Management System (OIMS) 8-1, including the conduct of Interface Meetings, with associated contractors
- Ensure service levels are maintained for Facility services functions, with clearly promulgated

service levels and procedures for support such as catering, room utilization and cleaning services

- Supervise the maintenance of accurate Camp Person On Board (POB) records, through the assistance of Personnel Tracking System (PTS) and Camp administrators
- Monitor ration and consumable usage. Plan and place orders for replenishment of bulk stores
- Identify and report any unusual fuel consumption
- Ensure all equipment is serviceable, clean and maintained
- Coordinate maintenance activities through the Maintenance department as required
- Establish camp feedback and grievance management systems to promote continuous improvement
- Ensure reliable Waste Water, Potable water and Power to camp facilities, interfacing with other Maintenance and Plant operations teams as required
- Manage accounts with suppliers, and distributors
- Maintain compliant, accurate records of all deliveries, bills and accounts
- Ensure the safe handling of rations and food products by all employees & contractors. Ensure compliance with procedures
- Update and continuously improve procedures where required
- Review camp numbers and occupancy schedules
- Ensure full and complete reporting of group activities, including routine KPI's and Metrics, as well as other reports as required

Execution

- Responsible for the day to day execution of work by the work team (Facility Services contractors)
- Guides and controls company activities to meet production priorities, achieve or exceed safety, cost saving, schedule and quality objectives
- Coordinate services for specific project or contingency support activities
- Responsible for overseeing the compliance, operational performance and cost of logistics contractors
- Specialist input at meetings: Logistics team meetings, Facility Toolbox meetings, Planning Meetings, Contractor meetings and workshops

Compliance

- Ensures Facility Services teams comply with all applicable company OIMS standards
- Ensure the company Management Of Change Process is adhered to
- Liaise closely with Operations group on Facility service support tasks and issues
- Liaise closely with Contracts and Procurement Group in the management of Fuel Contractors and Suppliers

Best Practices

- Implementation of Logistics Best Practice implementation Facility Services operations
- Participate in the continuous improvement of Facility Service support, ensuring close integration with stakeholders and other functions (e.g.: Operations and Maintenance (O&M), Procurement, Security)
- Identification and implementation of contractor performance improvement opportunities

Cost Control

- Utilize company benchmarking and market analysis to ensure safest and most effective use of Logistics funding for services
- Forecast future Facility Service requirements to assist in budget development and assuring regular supply

Safety, Health and Environmental (SHE)

- Communicates job safety requirements to ensure that subordinates understand the work objectives, safety, health, environmental and security concerns associated with Fuel handling and distribution
- Demonstrates proactive use of the safety management and loss prevention tools
- Ensure safe work within own group and area: demonstrate safety leadership

SKILLS AND QUALIFICATIONS

Competencies

- Highest standard of Safety, Health, Environment aptitude and cultivates the same in others
- Cultural sensitivity
- Understanding of the Production Logistics models for Facility Services support, and their application in the Upstream field environment

- Work in extreme and remote environments
- Ability to interface professionally with contractors, suppliers and end users of Facility Service support
- Can build good relationship with others, while achieving objectives. Fosters co-operation with other teams, and 3rd parties

Qualifications

- Food handling, food safety and catering / camp supervision qualifications
- IT systems- ERP / Microsoft Word Apps to Intermediate standard
- Training or leadership qualifications or certifications
- Safety leadership qualifications or certifications

Experience

- Experience with Camp Operations and building maintenance functions, with remote experience preferred
- Experience within a large corporation or complex organizational setting
- Experience in staff supervision, in a developing country environment
- Experience managing contractors within a dynamic, challenging and unpredictable environment
- Experience of using SAP (or other) computerized maintenance management tools

General Technical Skills

- Strong safety and compliance focus, setting challenging targets for the team and individuals
- Advanced understanding of catering, camp management and facility services, in a remote environment
- Understanding of company control systems and Operations Integrity Management Systems
- Understanding of contractual methodologies for delivering camp, catering and facility services
- Understanding and knowledge of the local commercial environment, and the role of government and regulatory authorities
- Ability integrate security and community objectives into operational plans for Facility Service delivery. Good interpersonal and motivation skills, with ability to manage discipline and performance issues in the workplace

Specific Technical Skills

- Knowledge of safety management tools and processes.
- Knowledge of Hygiene audits, vector control and other Health management functions within a camp setting
- Knowledge of spill response, cleanup and reporting for environmental incidents
- Knowledge of waste management procedures and requirements
- Knowledge of company and local regulatory frameworks for Food safety, camp buildings and earthworks/road works
- Ability to identify risks, and facilitating solutions for improved performance of Facility Services operations
- Knowledge of resources industry work environments and systems
- Sound written communication and reporting skills
- Sound IT applications ability (SAP, MS Project, PowerPoint, Excel,)

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