

# RUBiS

## Energy Bermuda

*Our RUBiS Team is guided by a commitment to honesty, integrity, respect for people and delivering a high level of customer service.*

*We are an equal opportunity employer and offer a competitive salary and comprehensive benefits package.*

*If interested in this career opportunity and would like to be a part of our team, we invite you to apply.*

*Please send application to:*

*Human Resources Manager  
RUBiS Energy Bermuda Ltd.  
P. O. Box GE 2  
St George's GE BX*

*or email to:*

[hr@rubis-bermuda.com](mailto:hr@rubis-bermuda.com)

*Closing Date: March 4th, 2021*

*NO Phone Calls will be accepted*

*Applications can be obtained on our website:  
[rubis-bermuda.com](http://rubis-bermuda.com)*

*Previous applicants need not apply.*

*RUBiS Energy Bermuda Ltd. operates a non-smoking and alcohol-free work place. The Company requires all short-listed applicants to pass pre-employment drug, alcohol and strict security screenings, prior to an offer of employment. Applicants for safety-sensitive positions will also be required to pass a pre-employment medical examination to certify fitness to safely perform job functions.*

## PROJECT ENGINEER & HSSE COORDINATOR

The successful applicant will report to the Operations Manager and provide engineering and project management support for all aspects of OPEX & CAPEX projects as well as being a focal point for all Health Safety Security & Environmental (HSSE) matters that relate to the storage and distribution of refined petroleum products between our fuel storage terminals and our retail, commercial & industrial sites. To design, schedule, plan, forecast and manage various activities & disciplines to ensure project accuracy and quality from conception to completion. To plan and implement effective preventive maintenance programmes to ensure all company assets operate at peak efficiency and in optimum condition to maximise asset life, all within our strict HSSE standards.

### Accountabilities

- Assists with project budgeting, execution, project financial forecasting and reporting.
- Generates tender documents for capital and maintenance projects including scope of work, material specification, terms & conditions, and associated communications
- Tender/contract administration, negotiation/value engineering & Government permit processing.
- Develops & Maintains project milestones and timelines from initiation to completion.
- Evaluates projects upon completion to analyze learning points for future implementation.
- Opens, Tracks and Closes all CAPEX Project plans and expenditures.
- Monitors and Audits quality controls, working procedures and work progress
- Coordinates and directs retail projects including upgrades, renovations, and new site development.
- Ensures all Health, Safety, Security & Environmental policies & initiatives are communicated & implemented;
  - Collects HSSE information & reports for management review
- Ensures compliance with Company, Industry and

Government best practices, QA/QC policies, Ethics policies, Operating & HSSE standards, codes and regulations.

### JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Bachelor of Science degree in Engineering (Mechanical preferred, Surveying skills are an advantage).
- Minimum 5 years' post-graduate experience in an Engineering design, project management & HSSE-focused role, petroleum industry experience preferred
- Direct experience with project management, site maintenance, contractor management, enforcement of Health, Safety & Environmental standards
- Highly proficient in AutoCAD.
- Advanced MS Office skills (particularly Excel).
- Possess strong oral and written communication skills
- Ability to extract, analyze and interpret data
- Registered Engineer status is an advantage.
- Familiar with Industry & Government rules, regulations, best practices and performance standards.
- Mandatory current clean driving record for a minimum of 5 years.
- Must be results orientated and a strong team player