

## ***POSITION DESCRIPTION***

**Position Name :** Project Safety & Environment Coordinator

**Incumbent:** VACANT

**Reports To:** Petroleum Technical Services & Projects Manager

**Location:** Majuro, Republic of Marshall Islands

**Function/Department:** Projects -Petroleum Sector

Position Approved By CEO-Jack Chong Gum

### **Position Purpose:**

To provide all safety and environment technical and operational services as required by the MEC tank farm project with respect to all technical, safety, Engineering and operations matters to maintain and meet minimum Industry AS1940-2004, ISO 14001 EMS Systems, standards, and specifications while at the same time train all relevant MEC staff within specific time period allowed by MEC management.

### **Dimensions**

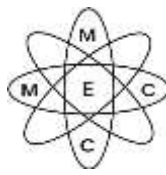
1. The incumbent will provide Environment and waste oil expertise as a specialist/co-ordination focal point for his assigned major project technical areas. These include determining existing oily waste quality, ensuring waste oil is deemed dry and clean quality, support to set system to reduce waste oil propagation waste oil containment, recovery, and equipment installation.
2. project construction, standards, equipment specification and selection maintenance, the implementation of new technology within environment project management
3. To represent the Marshalls Energy Company on all technical matters as required.  
To liaise closely with all respective Contractors, clients, and Authorities to achieve set plans.

**Staff:** No staff reportees

**Budget:** Engineering projects up to US\$ 9,750,000 (6 x Tank farm) refurbishment

### **Nature & Scope**

1. Current Fuel Tank Farm has 24 million litre total storage capacity with 1 x 2.8 million storage tanks is used to store waste oil inventories while at the same time it markets petroleum products in Majuro and the rest of Republic of Marshall Is.



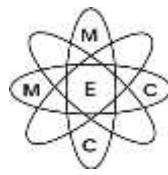
2. Deliver all environment facility installation plans
3. Deliver ADB project on rehabilitating the entire fuel tank farm facility
4. MEC has plans expand to establish Propane, Lubes and Fuels Markets in RMI and abroad

### **Job Requirements**

- The incumbent must be a mature and able to make decisions, have a good command of written and spoken English, and must be able to plan, organize, lead, control his work and appraise performance.
- The incumbent must possess a degree or equivalent in engineering, environment, Safety, or applied chemistry, with appropriate work experience in project safety and environment safeguard matters.

### **Principal Accountabilities**

1. REVIEW IUCN / RMI Government Environment Contractor report and set up immediate action plan based on the recommendations to close out action items.
2. Assess and recommend for action Tank farm safety and Environment scope of works.
3. Assess all project activities, including maintaining waste oil quality task using MEC equipment to ensure the full quality specification is achieved by setting up for immediate remedial works to ensure a manageable level of waste is always maintained during the project life.
4. Support MEC Project Manager, Mechanical Engineers and Tank farm staff for all key areas of the project safety, and environmental project matters relating to;
  - a. Fuel Tank farm bund condition and rehabilitation
  - b. Fuel Tank farm fuel waste API Interceptor refurbishment
  - c. All Project safety procedures.
    - i. Work method statement assessments
    - ii. All project work job safety analysis
    - iii. All project work safe permitting, including gas freeing of vessels, pipes and tanks, civil construction works both at height and confined spaces work conditions.
    - iv. Incident investigation and reporting
    - v. Establish emergency response exercises to test staff awareness and preparedness on project work HSSE procedures.
  - d. participate in design and construction of sludge weathering pit before tank cleaning and tank repair works commences.
5. Training and certification of all relevant MEC staff with fuel and waste oil quality.
6. Keep abreast of relevant technology advances.
7. Implementation of quality assurance, accreditation, and improvement initiatives to all areas of the safety and environment policy and management system.
8. Coordinate all projects safeguard matters with donor, RMI government, community, MEC and contractor.
9. Liaise with government and other statutory controlling bodies.
10. Liaise with contractors, technical advisors, and consultants where necessary to ensure



effective delivery of safety and environment services to MEC Petroleum Project and Operations

11. Uphold all HSSE standards and provide support to Petroleum Operations Team and all tank farm contractors
12. Review project environment work accounts related to contractors and projects legibly.

### **Others**

Carry out other duties as delegated by Project Manager and

Signed:.....Date.....Signed: .....Date.....

NAME: Vacant

NAME: **Jack Chong-Gum**

**Safety & Environment Coordinator**

**Chief Executive Officer**