

Job Description

Job title	<i>Projects and Maintenance Engineer</i>
Reports to	<i>Retail Manager</i>
Department	<i>Retail</i>
Location	<i>Head Office</i>

Job purpose

To lead the development and implementation of Rubis Energy Rwanda Construction, Rebranding and Maintenance projects for existing and new projects to Rubis standards.

Responsible for the maintenance in all retail sites of REK so as to always ensure flawless operations and minimizing plant and equipment downtime and the possible resultant business losses.

Duties and responsibilities

- Following up of the planning and design stages of construction projects
- Design projects and oversee detailed design done by consultants (light modernization)
- Develop terms of reference, bills of quantities and review tenders and proposals for service Stations & commercial sites
- Supervise capital projects to successful completion/implementation within projected time and cost.
- Coordinate activities of Consultants and Contractors, supervise maintenance and support contractors on site and facilitate timely payment of the contracted suppliers.
- Liaising with construction and equipment suppliers and ensuring all materials, goods and workmanship shall be of the respective kinds, quality and standards as described in the contract bills, the drawings and the specifications,
- Liaise with relevant authorities & institutions (Land Office, REMA/RDB, RURA, RSB, RTDA, RHA and CoK) to attain the required statutory approvals and licensing documents for all projects & maintenance works.
- Coordinate & oversee Civil, Electrical and Mechanical preventive & curative maintenance works for all service stations, Rubis HO, commercial sites and equipment
- Checking and modifying plans and specifications for maintenance constructability, efficiency, and safety,
- Preparation of equipment Maintenance, Service and inspection Schedules, equipment performance reviews whilst coordinating replacement planning and installations.
- Contributing to technical expertise to maintenance projects (retail network, commercial sites) drawings and designs, performing cost calculations and preparing financial projections.
- Ensure adherence to all safety and performance regulations by all contractors & consultants
- Liaise with finance & the end user departments to ensure that the projects & maintenance works, are in full compliance with Rubis Energy Policies and Procedures.
- Procurement of suitable Contractors & timely evaluation of their performance
- Any other assignment by Management.

Qualifications

- University/Bachelor's degree in Civil/Mechanical Engineering, from a recognized university with a proven experience of at least 4 years plus in maintenance and engineering. Having experience in oil industry is an added advantage.
- Strong team member with good interpersonal skills, personal initiative and drive.
- Knowledge level to contractor and stakeholder management
- Knowledge in HSSE,
- High flexibility and ability to deliver to deadlines,
- Demonstration of the aspired Rubis core values (honesty, integrity, and respect for people) and behaviors (Leadership, Accountability, and Teamwork),
- Holder of a driving license Category B and able to drive at long distance.

Physical Requirement

This position requires someone who is physically fit, who can be able to stand for a long time and who in some cases can be able to lift heavy tools.

Working conditions

The responsibilities of the job can be performed within the regular working hours but the incumbent is required to travel up country.

Direct Report

- Retail Technician

Employee Name Sign:.....
Date:.....

Supervisor Name: Sign:.....
Date:.....