



# UTILITY REGULATION AND COMPETITION OFFICE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Fuels Inspector</b>		
<b>Job Holder:</b>	Vacant		
<b>Department:</b>	Fuels		
<b>Reports to:</b>	Chief Fuels Inspector & Director Fuels Market (CFIDFM)		
<b>Number of direct reports:</b>	0	<b>Salary Range:</b>	\$49,428.00 - \$66,480.00
<b>Total Points:</b>		<b>Date of last review:</b>	
<b>Salary Grade:</b>		<b>Approved By:</b>	

### OVERVIEW

The Utility Regulation and Competition Office ('OfReg' or 'the Office'), is the independent multi-sector regulatory body with responsibility for the ICT, energy and electricity, water and fuels sectors. The Office maintains regulatory and compliance oversight for all utilities providers in the Cayman Islands.

Due to its statutory independence, the work of the Office can have significant impact on consumers and the competitiveness of the economy.

The fuels sector is regulated and monitored under the direction of the CFIDFM within the Office. The scope of these functions includes continuous monitoring of the relevant markets to ensure and promote fair competition, and where there appears to be market failure, to propose remedies to the CEO and Board for implementation. Of equal importance, the Office also administer/enforce the Dangerous Substances Law.

OfReg has wide powers for consumer protection, and is particularly mandated to promote innovation in the sectors for which it has responsibility for economic development. OfReg enforces compliance for all licensees through the administration of penalties and fines as dictated by the Utility Regulation and Competition (URC) Law and the sector laws.

### 1. JOB PURPOSE

The Fuels Inspector (FI) assists the Chief Fuels Inspector & Director Fuels Market (CFIDM) to promote and encourage the achievement of the highest standards of safety, compliance and accepted environmental practices, at all fuel and other hazardous substance installations and operations within the Cayman Islands. The Fuels Inspectors collaborate among each other in the general administration and enforcement of the Dangerous Substances (DS) Law, in tandem with the Utility Regulation and Competition (URC), and Fuels Market Regulation (FMR) laws.

The Inspectors are expected to participate in broad technical matters as part of an enterprise approach to areas of Safety & Code compliance, regulation, innovation and consumer affairs, and shall be involved in cross-sectoral initiatives as required from time to time. The role of the FI will be visible at all levels of the organisation including Board level, where appropriate.

In addition to the routine requirements of the role, the incumbent executes tactics and initiatives of the Office, based on set strategic direction of a technical, operational and economic oversight (where appropriate) nature, and advises CFIDFM on challenges, impacts and other constraints, to achieve desired results. Other key expectations of the role include identification of opportunities, recommendation on new technologies and their deployment and most importantly, the Fuels Inspector is expected to deliver at or above the agreed performance standards and expectations.

This post requires a high level of confidentiality in the handling of sensitive data (technical and commercial), and competitive information relating to the sector.

### 1.1 DIMENSIONS

The Fuels Inspector is appointed pursuant to the DS Law and reports to the CFIDFM.

The role is a **highly safety-sensitive position**, requiring specialised training and awareness on sectoral matters, and the duties of the post shall cover the entire Cayman Islands. The scope of role includes inspections, technical review, analysis and advice, emergency response, supervision of critical compliance work, training (as appropriate), Code & Standards and best practice enforcement, and other tasks related to administration of the relevant Laws.

### 1.2 PRINCIPAL ACCOUNTABILITIES

The post holder is responsible for the effective management of the following areas:

	<b>ACCOUNTABILITIES</b>	<b>PERCENTAGE</b>
	<ol style="list-style-type: none"> <li>1) Exemplify and maintain a culture of safety in the general execution of duties.</li> <li>2) Provide input for planning applications and conduct desktop and field reviews/approvals during permitting stage, for projects/installation involving dangerous substances.</li> <li>3) Carry out detailed inspections at all permitted premises defined under the Law for compliance with health, safety and environmental requirements, and provide inspection reports to customers and follow-up to see that deficiencies are corrected. Inspections are carried out on a scheduled basis, typically one, two or three year cycles.</li> <li>4) Exercise powers of enforcement to correct deficiencies where necessary as provided by the Law, or under the delegated authority of CFIDFM.</li> </ol>	80%

	<ol style="list-style-type: none"> <li>5) Review and interpret technical codes for the fuel sector, and provide recommendation to CFIDFM as necessary for consideration and implementation.</li> <li>6) Research and determine trends across the Oil &amp; Gas and renewable fuels industry, and advise adoption of codes and standards, tailored to the Cayman Islands. This includes identifying areas where policies may be required, to ensure the mandate of the department is effectively accomplished.</li> <li>7) Assist with technical content of departmental policy, regulations and procedures, and participate in all phases up to implementation as necessary.</li> <li>8) Participate as a member of the Emergency Response and Oil Spill Response (Marine &amp; Land) Team.</li> <li>9) Assist with overseeing the preparation of Emergency Plans for permitted premises and vehicles, in collaboration with site Owners/Operators and other relevant statutory bodies. Once plans are approved and in place, assist with co-ordination, scheduling and arranging of regular Emergency Plan drills and exercises at designated premises.</li> <li>10) Assist in producing and maintaining a register and location map of all licensed (permitted) premises, including above and below ground pipelines carrying dangerous substances.</li> <li>11) Assist with supervising: <ol style="list-style-type: none"> <li>a. Calibrations of meters used for sale of fuel substances at gas stations, mobile fueling equipment, and other approved facilities where fuel is metered for sale.</li> <li>b. Fuel quality sampling, analysis and reporting.</li> <li>c. Decommissioning of fuel equipment and locations.</li> <li>d. Other roles as required, subject to enactment of further Regulations or amendment to the laws governing the Office, and the fuel/energy sector.</li> </ol> </li> <li>12) In collaboration with CFIDFM receive reports of accidents and incidents (including spillage/release at permitted premises), investigate promptly and provide report of findings and recommended action to relevant stakeholders.</li> <li>13) Provide assistance in maintaining the Office's website, reviewing the overall Fuels content to ensure it is relevant, and provide useful resources for the industry. Retail pricing is a key feature of the website, and is typically updated fortnightly.</li> <li>14) Meaningfully participate in projects of national significance, providing sound technical input relative to the Oil &amp; Gas industry and its related codes/standards. This is to include special investigations or the commissioning of studies to guide policy makers in policy decisions.</li> <li>15) Develop broad base knowledge-sharing for the industry, and actively identify improvement and developmental opportunities to</li> </ol>	
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	<p>keep pace, and remain relevant in the role of overseeing the fuel sector.</p> <p>16) Continually review, in collaboration with CFIDFM, the changing dynamics to the Fuels Matrix across the three Islands, particularly the introduction of renewable fuels, and recommend improvements or alteration to the regulatory regime to accommodate such changes.</p> <p>17) Participate and support the work of the Fuel Standards Committee.</p> <p>18) Assist with certification process for industry technicians when implemented.</p> <p>19) Build and maintain a 'worst actors list' to inform changes to Permit and Inspection, and the broader regulatory regime.</p> <p>20) From time to time, in the absence of the CFIDFM, undertake assigned responsibility of CFIDFM, or any other senior roles established within the organisation structure.</p> <p>21) Perform other duties/tasks assigned from time to time by the CFIDFM.</p>	
	<p>Enterprise Accountabilities:</p> <p>1) Demonstrably support, model and articulate the Vision and Mission of OfReg.</p> <p>2) Continually seek out and communicate innovative ways to collaborate with other sectors in support of the Office's mandate and strategic placement in the market, as a 'Regulator of Excellence.'</p> <p>3) Identify and meaningfully support the Board, Senior Management and staff, in the accomplishment of set goals and objectives.</p> <p>4) Embrace change by providing critical and valuable feedback as necessary, appreciating that change is constant.</p> <p>5) Model the dimensions of leadership, measurable as part of performance management and mobility (career ladder) agreements.</p>	15%
	<p>White Space for Intuition and Regulatory Innovation - allowance for flourishing of ideas, concepts, invention, etc. by employee.</p>	5%

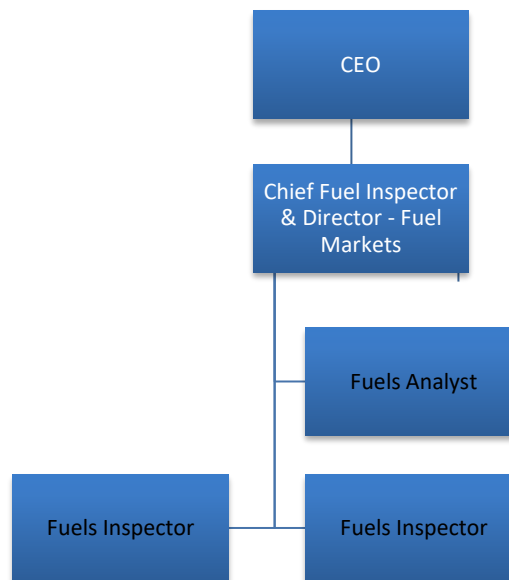
## 1.2 WORKING CONDITIONS

Normal office working conditions apply and a considerable amount of time will be spent viewing a computer, with the potential to develop visual problems. Flexibility and being able to work outside normal working hours of 8:30am – 5:00pm, maybe needed from time to time.

The position requires a flexible balance between the Office and working in the Field. Responding to emergencies and participating in roster during national emergencies is an essential part of the role, which may also require overseas travel to provide support on fuel sector or related matters as may be required.

Critical to the work of the Fuel Inspector is the need to have adequate and appropriate personal protective equipment (PPE) and other tools of the trade, including Testers, Calibrators, phones, computers and assigned vehicles to efficiently and reliably discharge duties and deliver on expected output. The FI will also be required to visit entities occasionally to verify and validate information, and meet with personnel to address and resolve matters which may arise.

## 2. ORGANIZATION CHART



## 3. KNOWLEDGE, EXPERIENCE AND SKILLS

The Post holder must be suitably qualified and experienced, and have detailed practical knowledge of the safety, health and environmental aspects in the handling and storage of dangerous and other hazardous materials. The candidate should have knowledge of fuels and compressed gas industry codes of practice, and industrial fire protection standards, along with relevant experience in a technical post in the fuel industry. He or she should have appropriate industrial or regulatory experience of dangerous substances found in the residential, commercial/ industrial and tourism sectors. Competence in environmental, safety and risk management systems is highly desirable. Practical experience related to emergency response scenarios involving hazardous substances will also be a distinct advantage.

### 3.1 Education

- A Bachelor's degree in one or more of the following: Engineering, Chemistry, Petroleum (Oil & Gas), Environmental or a related science field.

### 3.2 Experience

- A minimum of four (4) years' experience in the petroleum, technical safety or related industrial/engineering sector.

- Training and certifications from established international organisations such as API, NACE, NFPA, ASTM, etc. in the areas of safety, engineering, codes and standards, and environmental management systems is a significant asset for Fuel Inspector.

### **3.3 Skills & Abilities**

- The post holder must recognize and consistently demonstrate that safety in the sector is paramount. The discharge of the role of FI is determined by established requirements and best practices across the industry, and shall not be varied based on situation or cases of non-compliance at other facilities, premises or vehicles under the jurisdiction of the Office.
- Excellent communication skills, both oral and written, in order to effectively liaise with internal and external stakeholders;
- The ability to multi-task and interpret technical materials including codes & standards, dataset, bulletins, reports, etc.;
- Maintain a sense of urgency in achieving outputs and other deliverables;
- The post holder must possess and exhibit the highest levels of professionalism in the execution of his/her role;
- The post holder will demonstrate good people skills to cope with dynamic personalities in the sector;
- The ability to identify the balancing of interests of utilities, consumers (both business and private citizens), and government;
- The ability to recommend improvement, and advise on policy change, based on heuristic knowledge and day to day encounters in the field.
- Must be proactive, while working under the guidance of the CFIDFM. The post holder must be self-driven to carry out duties with minimum supervision to deliver on departmental goals, while having a strong focus on customer service. Proficiency in the use of Microsoft Word, Excel and other similar applications, software and technologies are critical.

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## **4. ASSIGNMENT AND PLANNING OF WORK**

The work of the Fuels Inspector is driven by the CFIDFM as derived from the relevant laws and statutory obligations, and the direction of the Board and Chief Executive Officer consistent with the governing legislations of the Office. The work is streamlined through the synthesis of the Mission, Vision, Strategic and annual (business) plan, which informs the sector's work program. The post holder, under the direction of the CFIDFM and in collaboration with other members of the Fuels Team is responsible for the achievement of the set program of the fuels group.

A compliant sector, which includes both proactive and preventative measures and program to minimise unsafe conditions, compliance with codes and standards, and adopting measures to ensure the sector is apace with national and global trends, are key components of the Fuels Inspector's focus and priorities.

The Inspector will be guided by department procedures and processes in scheduling activities in accordance with key documents established in collaboration with CFIDFM. At times, planning of work will be coordinated with other agency personnel, or based on priorities and emergencies

which may be prevailing, and is the responsibility of the post holder in these circumstances. Discretion is also encouraged to ensure efficiency in planning and executing tasks.

## **5. SUPERVISION OF OTHERS**

The post holder will not initially have subordinate staff, but experience in managing and supervising staff will be an advantage.

## **6. OTHER WORKING RELATIONSHIPS**

The position will regularly interact and must maintain good working relationships with various Government agencies and key industry personnel. The post holder is not required to interact directly with the media unless specifically directed to do so by the CFIDFM.

The post holder 'manages' relationships with sector stakeholders to ensure compliance. The post holder actively interacts with regulatory colleagues across the other sectors for support and collaboration on OfReg's initiatives and mandates. indirectly requires the support of non-direct report, guiding their work to accomplish the overall objective of the sector and Office.

## **7. DECISION MAKING AUTHORITY AND CONTROLS**

The post holder is empowered by law to take decisions relating to compliance, particularly in instances where considerable risk and exposure is evident. Decisions and actions must be consistent with the relevant laws, which necessitate that the post holder be thoroughly familiar with the relevant provisions under the various laws. Additional authority explicitly delegated by the CFIDM, CEO or the Board shall be exercised unrestrained.

The post holder may make technical and other routine operational decisions and may resolve procedural and operational issues in close consultation with the CFIDFM.

The ***Dangerous Substances Law***, the ***Standard Fire Prevention Code***, the ***Fire Code***, relevant ***NFPA codes*** and other such codes and standards determined to be applicable by the CFIDFM and Ministry responsible for the Office are critical references, to support the scope of decision authority of Fuels Inspectors.

## **8. PERFORMANCE & SPECIAL CONSIDERATIONS**

The changing nature of the sector in terms of technologies employed, supply infrastructure, fueling logistics, alterations to the fuel matrix, impact of National Energy Policy, etc, may require the Fuels Inspector to take on some broader responsibilities from time to time.

## **9. WORKING AT OFREG**

Regular interaction and the post holder's ability to create and maintain effective working relationships with all internal and external stakeholders is essential to the accomplishment of tasks.

Although OfReg is an independent, arm's length regulatory body, the post holder should appreciate that the Office is expected to maintain effective working relationships with other Boards (Chairpersons), Ministers, Chief Officers and heads of government departments, whose responsibilities may be affected by the Office's mandate, and should act in a manner that does not compromise these relationships. Because of the pervasiveness and impact of OfReg within the business community, the Office - and by extension all employees - are also expected to

maintain and build effective working relationships with business leaders, other stakeholders, NGO's etc. without compromising the independence of OfReg.

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This job description and person specification is a guide to the minimum requirements of the role and is not intended to restrict activities that will contribute to the growth and success of the organisation. The duties and requirements contained within, may be reviewed and amended in consultation with the post holder, considering any organisational development within OfReg.

By signing below, I agree that this is an accurate description of my role/intended role. I understand that I am employed to carry out the duties listed in the job description, and that these duties may, from time to time, change in line with the changing and evolving nature of the Office and its role.

**AGREED BY:**

\_\_\_\_\_  
Fuels Inspector  
Jobholder

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_