



JOB DESCRIPTION

Job Title: Terminal Manager		DATE: 04/19/2024
Location: Corpus Christi, TX		
Position Summary:	The Terminal Manager ensures the safe, compliant, reliable, and efficient operation and maintenance of Pin Oak terminals and marine operations in the Corpus Christi area.	
Key Responsibilities:	<ul style="list-style-type: none"> • Knowledgeable in all aspects of terminal operations including marine, truck and rail loading, pipelines, steam systems, chillers, and custody measurement. • Responsible for the safety of all employees and contractors performing work at the terminals, docks, and loading racks. Foster a positive safety culture. • Monitor general housekeeping, participate in incident investigation, and ensure action item closure. • Possess a solid understanding of regulatory requirements for terminal operation including TCEQ, USCG, PHMSA, TRCC, FMCA. • Lead and motivate operations and maintenance staff to ensure the terminal operates safely and efficiently. Function as the authority for the facility; escalate situations as necessary. • Ensure maintenance process is efficient through utilization of work orders, schedules, craft skills and staffing, spare parts, and preventative maintenance. • Oversee and monitor operations and maintenance training and development needs. Verify training meets company and regulatory requirements. Ensure staff is appropriately sized and trained to meet the needs of the operation. • Actively participate in all aspects of personnel performance including hiring, evaluations, and disciplinary actions. • Communicate with all levels of the organization including engineering, commercial, and scheduling. • Accountable for preparing and managing annual operating expenses and maintenance capital budgets. • Track and report statistical information for all operations; develop and produce appropriate operations reports. • Represent the company with customers, governing agencies, and local stakeholders. • Continuously look for opportunities to improve operations and efficiency. 	
Competencies:	<ul style="list-style-type: none"> • Knowledge of the following: <ul style="list-style-type: none"> ○ Personal safety: OSHA 1910 ○ Pipeline safety: 49CFR192, 49CFR195, TRCC ○ Process safety: OSHA 1910.119 ○ Environmental: Air, Water & Waste ○ Emergency response programs: NIMS training, ICS management, Spill response • Strong oral and written communication skills • Strong leadership and problem solving skills • Skilled using Microsoft Office programs, including Word and Excel 	



Education and Experience (Required):	<ul style="list-style-type: none">• High school diploma or GED required• 10+ years' experience in refining, pipelines or terminals with 5 years leadership experience• Bachelor's degree in Engineering preferred
Other Job Requirements:	<ul style="list-style-type: none">• Terminal is 24/7 operation. Terminal Manager will be on call and may need to report to the terminal to assist with emergencies or operational issues.• Must be able to work in a collaborative environment both on-site and remote which will include participation in unscheduled discussions and troubleshooting on an as needed basis.
Physical Demands:	<ul style="list-style-type: none">• Moderate Work: Work involves sitting, standing, and/or moving from one location to another. Typically includes exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Might include ability to climb, balance, bend, kneel, crouch, or crawl at differing elevations.
Work Environments:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment for this job includes:</p> <ul style="list-style-type: none">• Loud noise (examples: equipment operation and maintenance activities)• Subject to moderate outside environmental conditions, including normal weather and external temperature changes.