



PIN OAK GROUP, LLC

Job Title: Operations Supervisor
Reports to: Terminal Manager

Department: Operations
Location: Corpus Christi, Texas

Job Summary: The Operations Supervisor will be responsible for the day-to-day operational activities of terminals including tank farm, rail car unloading, truck transfer, and docks. Additionally, the Operational Supervisor will be responsible for all activities of their crew and ensure the team is working safely and efficiently. This is a 24-hour per day operation and will require the supervisor to be on call as needed to support all crew members.

Supervisory Responsibilities:

- Promoting an inclusive culture that strengthens morale, drives team performance, and empowers individual growth, ownership, and accountability.
- Maintain staff for 24-hour operations including but not limited to scheduling, managing overtime and vacation requests / coverage.
- Conduct interviews, hire, and train new team members.
- Oversee the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Responsible for managing and maintaining departmental KPI metrics to ensure progress toward quarterly and annual goals.

Duties/Responsibilities:

- Safety Champion and enforces safety practices throughout the facility.
- Responsible for maintaining operational schedules and deadlines.
- Monitor daily processes and operations at the facility.
- Assist in preparing and maintaining operating budget.
- Coordinates with Maintenance Supervisor for any maintenance activity, and repairs.
- Understand and be knowledgeable of the Facility Response Plan (FRP).
- Attend safety meetings and coordinate team members to attend.
- Set and enforce standards of housekeeping helping to ensure the facility is clean and safe
- Prepare requests for expenditure as needed.
- Coordinate and prioritize work requests.
- Responsible for compliance with environmental and regulatory standards as well as reporting any non-compliance activities to management and HSE team.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.



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Education and Experience:

- A minimum of ten (10) years of industry-related experience in terminal, pipeline, control room systems.
- A minimum of 5 years' experience in a leadership and/or supervisory role.
- A minimum of a High School Diploma / GED.

Physical Requirements:

- Ability to stand, walk, and climb stairs, ladders, and elevated platforms for extended periods during shifts.
- Capability to lift, carry, push, and pull up to 50 lbs on a routine basis.
- Frequent bending, kneeling, reaching, twisting, and manual handling of equipment and tools.
- Ability to work in varied weather conditions, including heat, cold, rain, and humidity.
- Comfort working in environments with moderate to high noise levels and strong odors commonly associated with oil and gas operations.
- Ability to wear and properly use required PPE (e.g., hard hat, safety glasses, flame-resistant clothing, steel-toed boots, respiratory protection).
- Visual acuity and depth perception sufficient to safely monitor equipment, gauges, and operational surroundings.
- Ability to respond quickly to alarms or emergency situations, including evacuation and rapid movement across the facility.
- Capability to operate vehicles and equipment as needed to support terminal operations.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work authorization/security clearance requirements

- TWIC CARD
- Must possess and maintain a valid driver's license and driving record.
- All applicants must be legally authorized to work in the USA for any USA employer.
- All applicants will be required to successfully complete and pass all pre-employment screenings, background check, motor vehicle check, drug test, and physical.

Pin Oak Group is an equal opportunity employer