



Pin Oak Group, LLC

Job Title: Operator 1	Reports To: Operator Manager
Department: Operations	Hourly/Salary:
Date Approved: 4.30.19	Job Location: Corpus Christi

General Summary

The Operator 1 is an entry level training position that requires assistance in the pipeline dock and terminal activities. These training tasks will allow the Operator 1 to assist in conducting daily routine terminal operations and high stressed environments caused by emergency situations. The Operator 1 will train in the pipeline, tank farm operation and docks while becoming familiar with the facility and its' basic functions. The Operator 1 will learn how Pin Oak and their customers interacts and communicates with each other. This knowledge will allow the Operator 1 to become familiar with the overall facility, associated activities, and daily tasks. The Operator 1, once certified is expected to step up and cover for the Operator 2 as needed.

Essential Functions

- Attend scheduled safety meetings as required
- Perform responsibilities as team member, carrying out all daily tasks from Operations Manager, and acting as key team member for compliance of all terminal operational, safety and environmental procedures
- Follow all routine procedures, verbal and/or written tasks, emergency procedures and Facility Response Plan (FRP)
- Participate in identifying non-compliance of environmental regulations so that proper notification to agencies may be executed
- Contribute in troubleshooting terminal operational and mechanical problems as experience is acquired
- Follow all safety policies and procedures when assisting in preparing equipment for maintenance
- Perform preventative maintenance as required
- Complete all Health Safety Environment, Operator Qualification, and procedural training required for position
- Demonstrate excellent mechanical aptitude and troubleshooting skills
- Assist in removing and returning process and terminal equipment from/to service

Main Tasks

- Responsible for becoming proficient in safe and reliable operation of the pipeline, tank farm, truck rack and marine operations
- Responsible for assisting in the gauging of each tank as required, tank line ups and transfers
- Be proficient in maintaining all product streams to the designated storage tank
- Assist in lineups regarding tank storage and transfers
- Be proficient in all documentation of routine and non-routine events that occur during the shift
- Participates in all Job Safety Analysis
- Assist in preparing all equipment for maintenance prior to any work activities beginning
- Work with the team in performing product transfer operations: shipments (via pipeline, barge, truck, and railcar) and receipts (via pipeline, barge, truck, and railcar)
- Dock watch duties as needed
- Train on performing tank gauging using approved methods and safety practices, witness and record gauges by representatives of independent inspection services
- Learn to sample tanks as directed using proper technique, equipment, and safety procedures
- Become able to respond in reasonable time to abnormal operating conditions
- Maintain all terminal areas in the cleanest possible conditions
- Conduct routine inspection rounds of terminal area
- Monitor pumps for abnormal sounds, leaks and proper lubrication
- Expand knowledge of the Operator 2 position and position self to cover the Operator 2 position as needed
- Participate in Tool Box Safety Meetings on first day/night of shift

Competencies, Education, Knowledge, Skills and Abilities

- No immediate experience necessary as Pin Oak will offer training train
- Process Technology degree preferred
- High School Diploma/GED required
- Capable of developing understanding of terminal functions
- Must be able to work 12-hour rotating shift and potential overtime
- Must be able to read, write, and speak in the English language

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

AAP/EEO Statement

Pin Oak Group, LLC provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

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.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name:

Employee Signature:

Date: