



## Pin Oak Corpus Christi, LLC

Job Title: Terminal Controller	Reports To: Operations Manager
Department: Operations	Hourly/Salary:
Date Approved: 4.17.19	Job Location: Corpus Christi

### **General Summary**

The Terminal Controller job position requires excellent leadership skills, terminal operation skills, and computer skills. These skills allow the Terminal Controller to conduct and lead the shift through the daily routine and during times of stress caused by abnormal operating conditions and emergency situations. The Terminal Controller has a complete understanding of the tank farm operations, rail site, and docks, is familiar with the process procedures, and how each facility interacts with one another (POTAC < > P66). This knowledge allows the Terminal Controller to make competent decisions that best serve the overall facility. The Terminal Operator will possess proficiency in computer-based operation of the facility. The Terminal Controller is expected to step up and assume duties for the Operations Manager as needed.

### **Essential Functions**

- Attend scheduled safety meetings as required
- Perform responsibilities as first-line supervisor, carrying out all daily orders from Operations Manager, and acting as front-line leader for enforcement of all facility operational, safety, and environmental procedures
- Follow and enforce all routine procedures, verbal and written orders, and all emergency procedures and Facility Response Plan (RVP)
- Notify management of non-compliance of environmental regulations so that proper notification to agencies may be instituted, in accordance to HSE
- Troubleshoot facility operational and mechanical problems
- Follow all safety policies and procedures when preparing equipment for maintenance
- Perform preventative maintenance as required
- Complete and maintain all HSE and procedural training required for position
- Demonstrate excellent mechanical aptitude and troubleshooting skills
- Proficient in removing and returning facility equipment from/to service

## **Main Responsibilities**

- Maintain a safe and reliable operation of pipeline, tank farm, truck rack, rail operations, and marine operations
- Gauging of each tank is required
- In charge of tank line ups and transfers
- Accountable for maintaining all incoming/outgoing transfers to/from the designated storage tank
- Make decisions regarding tank storage issues
- Completes all documentation of routine and non-routine events that occurred during the shift
- Participates in all Job Safety Analysis reviews when required
- Must ensure that all equipment is ready for maintenance prior to work beginning
- Complete product transfer operations: shipments (via pipeline, barge, truck, and railcar) and receipts (via pipeline, barge, truck, and railcar)
- Perform tank gauging using approved methods and safety practices, and witness/record gauges by representatives of independent inspection services as required
- Ensure that tanks are sampled as directed using proper technique, equipment, and safety procedures
- Monitor the transfer of materials as necessary to maintain adequate control over the transfer, and to be able to respond in reasonable time to unexpected events
- Ensure that all terminal and process areas are in the cleanest possible conditions
- Perform the necessary calculations to determine material delivery and receipt volumes
- Complete the following: daily inventory reports, charge and yield reports, log book, truck manifests, truck log book, release tracking board, outside reading sheets, and work permits
- Report chemical inventories as needed
- Operate terminal control console
- Coordinate with lab personnel on unit tests; prevent cross-contamination of products
- Conduct routine inspection of the terminal area when available
- Provide training to employees on shift
- Conduct Tool Box Safety Meetings on first day/night of shift

## **Competencies, Education, Knowledge, Skills and Abilities**

- Minimum of 5 years industry experience in terminal, pipeline, control systems and SCADA
- High School Diploma/GED required
- Developed understanding of terminal functions
- Must possess supervisory skills
- Able to work 12-hour rotating shift and potential overtime
- Read, write and speak 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 Corpus Christi, 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:

Date:

Employee Signature:

Date: