

Job Title: Terminal Manager
Location: Benwood, WV
Reports To: CEO
Revision Date: 10/04/2019



Position Overview

The Terminal Manager oversees company transload locations and facilities to ensure the needs and requirements of both the company and its customers are met. This position is responsible for travelling to each location to educate and train employees on customer and company processes and procedures, in addition to safe and efficient equipment operations and tasks. This position ensures customer orders and needs are fulfilled in a timely, organized manner. The Terminal Manager ensures facilities are safe and well maintained with attention to items specified by customer and within site agreements.

Essential Job Functions and Duties

- Supervise multiple crews
- Prioritizing work to meet daily production and operating goals of the company and its customers
- Assign and work with crews to ensure the required tasks are accomplished safely and timely
- Ensure ongoing maintenance of plant and mobile equipment, including preventative maintenance programs
- Communicate with corporate office, as needed, concerning terminal operations
- Communicate with the customer regarding sand grades and weights
- Maintain and submit paperwork as required
- Facilitate contract and order processes for various locations

Other Skills/Abilities

- Excellent verbal, written, and electronic communication skills will be required
- Interpersonal skills to resolve conflict; ability to listen to others; open-minded; and ability to keep emotions under control
- Prioritize and plan work activities, using time efficiently
- Demonstrate accuracy and thoroughness; looks for ways to improve, has high regard for quality of work, and meets or exceeds productivity standards.
- Observes safety and security procedures and uses equipment and materials properly.
- Dependable, consistently at work and on time, follows instructions, responds to management direction; commits to long hours of work, when necessary, to reach goals and complete tasks on time
- Able to hold employees accountable to processes and procedures while working with them remotely
- Able to Travel up to 100% of their working time between various locations

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the company and/or federal and state regulation. As business objectives changes, so too may your duties.