

Job Title: Transload Lead Operator
Location: Benwood, WV, Binghamton, NY
Reports To: Terminal Manager
Revision Date: 10/09/2020



## Position Overview

The Transload Operator Lead position will assist the terminal manager in oversight and administration of transloading material from railcar to truck. This position is a working lead role and performs the normal duties of an operator in addition to being the point person at the terminal. Operators are accountable to ensure the safe and productive operation of the facility and must possess aptitude for multiple disciplines and be proficient in the operation of equipment associated with all functional areas. Operators load bulk OTR trucks with product using facility equipment including both stationary and mobile conveyors and other loading equipment.

## Position Responsibilities

Key duties may include, but are not limited to:

- Load trucks from railcars in yard using conveyors and other mobile equipment.
- Communicate with drivers, the transloading team, and the corporate office.
- Troubleshoot and analyze control systems to resolve software/ hardware and configuration problems.
- Enter and maintain inventory and activity data into the appropriate system.
- Prepare and forward reports to corporate office, as needed and/or requested.
- Oversee and audit inventory reporting process for the terminal.
- Assist the terminal manager in employee management issues including but not limited to hiring, scheduling, training, coaching, and discipline.
- Ensure office equipment is properly maintained and serviced.
- Identifies and sources parts, supplies and repair items, as necessary.
- Receive and inventory any incoming parts and/or supplies, coordinate packing slips with purchase orders.
- Perform duties safely and responsibly while always observing all safety and health rules.
- Completes pre-shift inspections and JSA's, and interfaces with relief operator for any updates, instructions, and changes.
- Proactively maintain good housekeeping practices and preventive maintenance practices on equipment including but not limited to daily inspections, greasing, cleaning, etc.
- Assists with general housekeeping including the clearing of waste sand accumulation in yard, facilities cleaning and maintenance.

## Required Qualifications, Knowledge, Skills and Abilities

- Sufficient education to troubleshoot, repair, and perform preventative mechanical maintenance on system, heavy equipment, and other general equipment on site; or an equivalent combination of experience, education and training that provides the desired knowledge, skills, and characteristics.
- Ability to complete written documentation and records.
- Basic computer skills.
- Ability to perform basic mathematical equations and use hand tools, power tools, measuring tools, and other labor tools.
- Effective communication skills: ability to speak, read, and have a working knowledge of the English language.
- Must have team player attitude with high-level of self-motivation requiring minimal supervision.
- Willingness to work any shift, overtime, weekends, and holidays as nature of plant schedule may fluctuate.
- Ability to wear a respirator and other required personal protective equipment.
- Ability to work outdoors and be exposed to varying weather conditions (i.e.: heat, wet, cold, etc.)

- Ability to sit, stand, walk, or sit for extended periods of time; grip, climb, reach, shovel, squat, crawl, pull and push.
- Must be authorized to work in the US and be at least 18 years of age.
- High School Diploma or equivalent.

\* 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.