



Terminal Operator

Purpose of the position

NZOSL operates and manages fuel storage facilities for BP at seven regional port locations in New Zealand. The Terminal Operator is part of an expert team that manage the safe and efficient receipt, storage and load out of product at these terminals which are classified as high hazard facilities.

The Terminal team do this by ensuring that the terminal and wharf operations are carried safely and effectively in accordance with NZOSL operating plans and procedures.

Occasional travel for training purposes or to support other locations may be required from time to time. You must hold a current New Zealand Driver's licence (no restrictions).

Relationships

The position reports to: Terminal Operations Manager

Internal relationships: Assistant Terminal Operations Manager at terminal as well as all staff of NZOSL.

External relationships: Engineering and labour contractors, shareholder representatives, fuels industry, local shipping operators, fuel transport operators, and suppliers

Responsibilities

Key Accountabilities

Terminal Operations

- Assist the Terminal Manager and Assistant Terminal Manager with day-to-day terminal operations and activity, work planning, facility management and maintenance
- Ensure terminal operations comply with HSSE, quality and engineering standards and legislative requirements
- Undertake day-to-day housekeeping

Performance Indicators

- Daily operations run smoothly, efficiently and effectively, in accordance with NZOSL Terminal Operations Manual and NZOSL Safety Manual
- Product is received, stored and loaded out safely and efficiently in accordance with company procedures
- Terminal operations are conducted in



<p>and minor maintenance on site</p> <ul style="list-style-type: none"> • Liaise with customers, contractors, providers and distributors regarding terminal and wharf operations • Maintain effective relationships with key external stakeholders and contacts • Conduct all activity in accordance with NZOSL’s Code of Conduct and our Values 	<p>accordance with operating procedures</p> <ul style="list-style-type: none"> • Site environment and appearance is maintained to a high standard • Customer satisfaction indicators and cooperation from all parties • Relationships with key external contacts are managed • Consistently act within NZOSL rules and Code of Conduct
<p>Product receipt and custody</p> <ul style="list-style-type: none"> • Undertake the safe and efficient receipt of product from ships working shifts with other team members • Gain NZOSL Shore Officer certification • Undertake product storage, transfer and load out procedures as directed • Ensure product quality is maintained in accordance with industry requirements 	<ul style="list-style-type: none"> • Product is received to tanks safely and efficiently in accordance with NZOSL procedures • NZOSL Shore Officer Accreditation • Product is stored and loaded out safely and efficiently in accordance with NZOSL procedures • Product quality management procedures are followed at all times
<p>Control of works</p> <ul style="list-style-type: none"> • Complete task risk assessments • Gain NZOSL Permit to Work certification • Supervise maintenance contractors in accordance with control of works procedures as required 	<ul style="list-style-type: none"> • HITRA assessments completed • Work Permit authorisation completed • Contractors are briefed and supervised in accordance with NZOSL’s Control of Works Manual

<p>Person Specification</p>
<p>Skills and experience</p> <ul style="list-style-type: none"> • Practical operational skills that are relevant to plant, terminal and wharf operations in the oil industry or related industry • Operating to safety procedures in industrial environments including hazard and risk management



- Sound problem solving skills with the ability to identify and address key issues
- Good organisational skills with the ability to handle a number of tasks at the same time
- Good relationship management and interpersonal skills
- Well-developed verbal communication and record keeping skills
- Familiarity with information technology and common office software
- Understanding of health, safety and environmental legislation and regulations

Attributes

- Safety first orientation, unwilling to compromise on safety
- Complies with standards and follows procedures, policies and processes
- Works well in a team and contributes to a positive team environment
- Be flexibility and adaptable to handle a number of issues at the same time
- Willingness to be proactive and take the initiative
- Persistence and resilience to see the job through
- Be able to work irregular hours and weekends, as required

The following qualifications will be an advantage:

- Trade qualification in mechanical or electrical trades or relevant Industry Training Organisation unit standards
- Tertiary qualification in Engineering or a related discipline
- Shore Officer certification (from previous employer)
- Full Driver's licence