

Levin Richmond Terminal Corporation
JOB DESCRIPTION

Job Title: Operations Supervisor
Department: LRTC
Reports to (Title): COO

Job Status: RFT (Exempt)
Preparer: Human Resources
Approval/Date: March 2021

BASIC FUNCTION

Responsible for overseeing the overall LRTC terminal operations in a safe and efficient manner within approved budgets and guidelines.

SUPERVISORY RESPONSIBILITIES

Operating Engineers (Union) – Perform daily duties necessary to prepare and load/unload marine vessels and rail cars and carryout various maintenance and housekeeping responsibilities in a safe and efficient manner.

ESSENTIAL RESPONSIBILITIES AND PRINCIPAL ACCOUNTABILITIES

Denotes "essential functions" in accordance with the guidelines of The Americans with Disabilities Act. The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The position and its essential functions may change over time and these changes may not necessarily be reflected in the position description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of the position.

All Operations Supervisors

- Schedule and manage the day-to-day terminal operations to ensure efficient terminal operations and the best use of individual and group capabilities.
- Develop stockpile plans based on vessel, truck, and rail schedules to maximize the utilization of yard space and to facilitate efficient bulk cargo operations.
- Develop loading/unloading plans and logistics based on cargo and vessel characteristics to ensure timely and efficient movement of bulk cargo.
- Provide leadership, mentoring, training and guidance to operating engineers to foster professional development and teamwork and to minimize unplanned turnover.
- Assist in the development and oversight of policies and procedures to ensure safety, security, regulatory, and environmental compliance.
- May be called upon to supervise rail operations and track repair crews to ensure smooth and consistent operations and communications.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to moving equipment and mechanical parts. The noise level in the work environment is usually moderate with some elevated noise due to terminal and railroad operations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands for various projects and responsibilities. The employee is occasionally required to lift and/or move up to 25 pounds.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability generally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION/EXPERIENCE:** 5-plus years transportation experience and/or training; or equivalent combination of education and experience. Demonstrated ability to effectively interface with vessel and government agency personnel.
- **LANGUAGE ABILITY:** Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management.
- **MATH ABILITY:** Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Microsoft word processing software; Microsoft spreadsheet software; and be proficient on applicable databases, systems, and vendor software programs.