

COX PETROLEUM TRANSPORT JOB DESCRIPTION

Job Title: Terminal Manager

Location(s): Beaumont, Texas

Reports to: Executive Vice President

Job Summary: Management of terminal, employees, oversight of daily operations and utilization of equipment while maintaining high standards of safety.

Responsibilities include but not limited to:

- Demonstrate and promote a positive commitment towards work, the company and safety
- Observations of field operations ensuring we are in compliance with our safety regulations and policies, identifying, documenting and assisting to improve unsafe work practices
- Maximize efficiency, utilization and revenue of terminal fleet
- Recruit, onboard and train new terminal personnel including drivers and administrative staff
- Increase driver retention by partnering and communicating effectively with new and current employees
- Evaluate terminal employees' performance and insure proper training of all employees
- Responsible for meeting safety standards and managing hours of service of driver personnel to ensure compliance with DOT regulations
- Review and effectively communicate all policy and procedure changes
- Responsible for authorizing, releasing and communicating driver/student release to the safety department
- Coordinate ongoing employee training to meet any identified needs
- Coordinate and lead loss investigation team to review all forms of losses within assigned area
- Analyze and document business processes and potential problems and work with personnel to develop and implement ongoing improvements
- Ensure that a minimum of one monthly safety meetings is conducted following the loss prevention system format of "Lessons learned from near losses, losses and loss prevention observations."
- Respond to accidents and incidents as required
- Perform 24 driver ride-alongs annually, with a minimum of 2 per month
- Identify target areas, schedule, coordinates and conduct loss prevention observations.
- Schedule and conduct team leader meetings
- Maintain loss prevention system information bulletin board
- Coordinate scheduling of maintenance and repairs of company vehicles
- Comply with DOT, Federal, State, and Company regulations

Skills and Experience:

- Minimum of two years transportation leadership experience is required
- Class A with Tanker and Hazmat Endorsements
- Experience with MS Excel and computerized dispatching system (TMW and PeopleNet a plus)
- Demonstrated experience leading, directing and developing a team environment
- Must be safety minded and have knowledge of DOT safety and compliance
- Effective verbal, written and interpersonal communication skills required
- Ability to read, write and speak English fluently (Spanish/Bilingual is a plus)
- Loss Prevention System Certification
- Complete Driver Orientation and Safety Coordination class