

	Human Resources Management Form	Document Number: BHRF-019
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Job Title: Terminal Operator

Department: Operations Location: Hamilton

Reports To: Terminal Coordinator Updated: 22-June-2026

Summary Statement

Performs all duties as it relates to Terminal Operations at Biidaaban Renewable Energy biodiesel facility in Hamilton. Also, this position requires that there is a high level of understanding of SOP, QA and HSE guidelines.

Major Duties and Responsibilities

1. Monitor and control the Terminal yard in a safe, environmentally responsible and efficient manner:
 - i. Complete relevant safety training and job specific training activities;
 - ii. Direct and control all drivers coming to the Terminal to ensure that they are properly briefed and understand the Terminal Standard Operating Procedures;
 - iii. Verify all documentation, seal numbers, Transportation of Dangerous Goods (TDG) placards and samples with supervisor prior to loading or off-loading a truck;
 - iv. Take samples from trucks or tanks as directed;
 - v. Clean strainers and fittings as required;
 - vi. Support liquid transfer activities required by other plant operations;
 - vii. Ensure that all mechanical connections are properly made in accordance with Standard Operating Procedures to properly load/off-load a truck and railcars;
 - viii. Handle deliveries and pick-ups as required;
 - ix. Assist in the development and implementation of new Terminal Standard Operating Procedures;
 - x. Other duties as assigned by the supervisor within the general scope of work.
2. Complete housekeeping tasks as directed/required:
 - i. Clean up minor spills;
 - ii. Move equipment and materials as needed;
 - iii. Operate fork-lift as needed;
 - iv. Clean out containment areas;
 - v. Perform tasks to maintain plant cleanliness (wash walkways, all equipment);
 - vi. General safety grounds keeping: weed control, shovel snow, spread salt and sand as needed.
3. Respond to and support response to process upset conditions and emergencies, including Emergency Response activities.
4. Participate in Health, Safety and Environment (HSE) programs:
 - i. Work in a safe manner at all times;
 - ii. Report all injuries and incidents;
 - iii. Follow all Biidaaban safety and environmental procedures.
5. Participate in facility sponsored and required training initiatives, train/mentor new employees in carrying out job duties.

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Minimum Qualifications and Skills

- High School Diploma
- Strong mechanical aptitude
- Mathematical aptitude for conducting basic calculations
- Experience in liquid terminal is an asset
- Good communication skills and demonstrated ability to work as a team player

Mental and Physical Effort

- Must be able to climb ladders, open valves, and lift moderate weights (up to 40 pounds or 20 kg) for short durations.
- Capable of extended climbing (truck, tank and gantry ladders).
- Ability to stand for long periods of time (approximately 75% of the day) is required.
- Comfortable working at heights and in extreme outdoor temperatures (hot and cold).
- Substantial concentration and alertness required to monitor terminal loading/unloading activities.

Working Conditions

- Work outdoors in extreme temperatures – both hot and cold.
- High degree of safety awareness due to working with hazardous chemicals and corrosive substances.
- Willingness to work overtime as required (including evenings, weekends and statutory holidays).
- Use of standard PPE (safety glasses, hard hat, safety boots, FR clothing, supplied work gloves, chemical protective suit, respirator), increased PPE for specific tasks.

The above information is correct as approved by:

Manager: _____ Incumbent: _____