



Terminal Manager

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Type	Pay	Location
Full-Time	Salary	Edwards, AFB

Primary Responsibilities:

- Operations & Distribution
 - Direct and supervise all petroleum product receipt, storage, issue, and shipping at bulk fuel terminals.
 - Manage petroleum transfer via tank trucks, pipelines, rails, and tankers/barges based on installation capabilities.
 - Develop and enforce SOPs for fuel operations in compliance with commercial and military standards.
 - Ensure proper handling, quality control, and accountability across the full supply chain.
- Maintenance & Infrastructure
 - Manage inspection, maintenance, and repair programs for bulk petroleum terminals and associated equipment.
 - Coordinate preventive and corrective maintenance to sustain continuous operational readiness.
 - Oversee infrastructure improvements in compliance with applicable codes and regulations.
- Environmental Compliance
 - Ensure all terminal operations meet federal, state, local, and military environmental regulations.

- Lead compliance audits, SPCC planning, and corrective action programs.
- Maintain compliance documentation and coordinate with regulatory agencies as required.
- Accounting & Laboratory
 - Supervise fuels accounting including inventory management, reconciliation, and reporting.
 - Oversee laboratory operations for petroleum sampling, testing, and quality verification.
 - Ensure accuracy of all fuels records in compliance with applicable standards and directives.
- Supervision & Leadership
 - Provide direct supervision, mentorship, and performance management for fuels operations personnel.
 - Build and sustain training programs ensuring all personnel are qualified for assigned duties.
 - Serve as the primary liaison for terminal operations with installation leadership and external stakeholders

Required Qualifications:

- High school diploma or GED
- Proficiency with computer systems and dispatch software
- Strong mathematical and recordkeeping skills
- Knowledge of fuel handling, storage, and transportation regulations
- Ability to work shift work, including nights, weekends, and holidays
- Valid driver's license
- Must pass background investigation and security clearance requirements
- Substantial specialized commercial or military experience in fuel terminal operations and maintenance equivalent to Military Service Master Fuels Operations personnel.
- Demonstrated experience in all phases of petroleum handling:
 - receiving, storing, issuing, and shipping via tank truck, pipeline, rail, and/or tanker/barge.
- Broad experience across fuels functions:

- operations, accounting, and laboratory.
- Significant supervisory experience with fuel terminal:
 - operations, maintenance, and environmental compliance, predominant over general supervision.
- Must have successfully completed the Fuels Terminal Manager / Responsible Officer Course.
- Additional technical certifications in petroleum operations or environmental compliance are highly desirable.

Preferred Qualifications:

- Recent hands-on experience in an active bulk petroleum storage terminal environment.
- Familiarity with Defense Logistics Agency (DLA) Energy programs, procedures, and directives.
- Experience with SPCC planning, environmental compliance reporting, and regulatory coordination.
- Knowledge of automated fuels management and accounting systems.
- Experience supervising multi-functional teams across operations, maintenance, accounting, and laboratory.

Work Conditions & Physical Requirements

- Work is performed in both office environments and on terminal grounds, including outdoor exposure to all weather conditions.

- Must be able to work around petroleum storage tanks, pipelines, and heavy equipment.
 - PPE is required in designated areas per safety regulations.
 - On-call availability for emergencies, spills, or critical operational events may be require
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Compensation & Benefits

TK&K Services is proud to offer a comprehensive benefits package designed to support the health, financial security, and work-life balance of our employees. All salaried employees are paid bi-weekly.

- ❖ Medical Insurance
 - Cigna coverage is effective on the first of the month following your start date
- ❖ Dental, Vision & Life
 - Affordable group dental, vision, life, and disability plans available at enrollment
- ❖ 401(k) Retirement
 - Company 401(k) plan administered by Voya — invest in your future from day one
- ❖ Paid Time Off
 - 80 hrs/yr (Yrs 1–4)
 - 120 hrs/yr (Yrs 5–14)
 - 160 hrs/yr (Yr 15+)
- ❖ Sick Leave
 - Accrues at 1 hour per 30 hours worked, up to 56 hours per contract year

Conditions of Employment

Drug Testing Pre-employment drug test required as a condition of hire. Background Check A comprehensive background check, including criminal history and Motor Vehicle Records (MVR), is required for all candidates. DLA Qualification Acceptance Offer is contingent upon DLA accepting and approving candidate qualifications. Ensure all experience, certifications, and training documentation are complete and accurate prior to submission

Equal Employment Opportunity

TK&K Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by applicable law. All employment decisions are made solely on merit, qualifications, and job-related factors.