



Assistant Terminal Manager

The Assistant Terminal Manager supports the Terminal Manager in overseeing all petroleum product receipt, storage, issue, and shipping operations at bulk fuel terminals. This position serves as a key supervisory and operational support role, ensuring proper handling, quality control, and accountability across the full supply chain while maintaining compliance with all commercial, military, and environmental standards. The Assistant Terminal Manager will be instrumental in day-to-day terminal operations and will assist in managing maintenance programs, environmental compliance, accounting functions, and supervision of terminal personnel.

Type	Pay	Location
Full-Time	Salaried	

Primary Responsibilities:

- Assist in directing 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
- Support the development and enforcement of SOPs for fuel operations in compliance with commercial and military standards
- Ensure proper handling, quality control, and accountability across the supply chain

Experience

- ' Significant specialized commercial or military experience in fuel terminal operations and maintenance
- ' Demonstrated hands-on experience in petroleum handling: receiving, storing, issuing, and shipping via tank truck, pipeline, rail, and/or tanker/barge

- ' Experience across multiple fuels functions: operations, accounting, and laboratory
- ' Demonstrated supervisory or lead experience in fuel terminal operations, maintenance, and environmental compliance

Required Qualifications:

- High school diploma or GED required; Associate's degree or higher preferred
- Completion of the Fuels Terminal Manager / Responsible Officer Course or equivalent training highly desirable
- 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 required
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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.