
Position Description

Vacancy Title: **Terminal Operator [Chuuk]**

Location: **Chuuk**

Reports To: **Officer In Charge (OIC) - Terminal (v 7.00)**

Objective

Support provided to the Terminal Supervisor through the execution of routine terminal operations, including tank dipping, fuel transfers, aircraft refuelling, and general site maintenance. All tasks carried out in accordance with operational procedures, safety protocols, and fuel quality standards. The role reports to the Terminal Supervisor.

Outcomes

Organisational Stakeholders

1. Terminal Operations and Storage Tank Monitoring

- Tank dips conducted regularly (top, middle, bottom) to monitor product levels, temperatures, and detect water presence, with all readings submitted to the Control Services Officer (CSO).
 - Large bulk storage tanks routinely inspected and monitored to ensure structural integrity, correct labelling, venting, and compliance with fuel storage regulations.
 - Drum filling activities completed accurately and safely, with attention to volume control, spill prevention, and product traceability.
 - Fuel transfers to bunker tanks or other locations carried out according to schedule and procedures, ensuring flow rates, pump operations, and valve positions monitored throughout.
 - Aircraft refuelling operations supported as directed, with a focus on safety, precision, and adherence to aviation fuel quality control standards.
 - Assistance provided to tanker drivers during vehicle loading operations, including equipment connection, valve alignment, and safety checks.
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2. Terminal Safety and General Maintenance

- Daily housekeeping of the terminal yard, gantry, bunded areas, and tank farm completed to ensure a clean, safe, and efficient working environment.
 - Routine checks on pumps, pipelines, hoses, and associated terminal infrastructure performed, with defects or abnormalities promptly reported.
 - Active participation in toolbox talks, safety drills, and emergency response simulations to maintain awareness and preparedness.
 - Terminal Supervisor supported by maintaining readiness for operational tasks, responding to schedule changes, and performing duties reliably and safely.
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3. Teamwork and cooperation

- Cooperation within the team and greater function / department
 - Cooperation across functions / departments
 - Work collaboratively to achieve the set targets and goals
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4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
 - Monitor and encourage team members to uphold image and value standards
 - Uphold and demonstrate the organisation's image and values
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Product's Stakeholders

1. Customer Service

- Consistently provided prompt, courteous, and professional service to all customers, exceeding expectations for customer satisfaction and building strong relationships within the industry.
- Maintained a professional and presentable demeanor at all times, upholding the company's image and adhering to uniform and grooming policies with unwavering commitment.
- Conducted business ethically and avoided speculation on company matters with external parties, demonstrating integrity and professionalism in all interactions.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.

Competence	Description
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Operational

Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
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Preferred

High School Diploma	Other related discipline	
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Desirable

Associate Degree & Bachelor's Degree	Engineering, Business Management or Business Administration or related fields	
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Work Knowledge and Experience

- General understanding of industrial operations involving storage, transfer, and handling of bulk products or materials.
- Awareness of safe work practices in hazardous or high-risk environments, including use of PPE, hazard identification, and basic emergency procedures.
- Knowledge of routine monitoring activities such as equipment checks, fluid level measurements, and quality control processes.
- Familiarity with standard operating procedures (SOPs), safety protocols, and compliance with workplace health and safety requirements.
- Ability to follow instructions accurately and complete routine documentation, logs, and checklists.
- Basic understanding of mechanical systems such as pumps, valves, and piping commonly used in industrial settings.
- Exposure to manual handling techniques and awareness of physical safety considerations in operational environments.
- Willingness to work in outdoor or industrial settings and adapt to variable schedules or shift-based operations.
- Demonstrated commitment to learning and continuous improvement in technical and safety practices.

Requirements

Language Proficiency

- Excellent command of English
- Excellent command of written and spoken English

Regulatory Compliance Requirements

- Police Clearance
- Health Clearance - Fit to work
- First aid/CPR
- Fire Safety and Emergency Response (inc. foam systems, extinguishers, first response) training
- Working at heights certification
- Confined Space Entry training

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Terminal employees	
	Drivers	
	Refuellers	
External		
	Suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Collaborative	Capturing the efforts, focus, and attention of others. "There is a pride in leadership, it evokes images of direction. There is humility in stewardship, it evokes images of service." John Taft.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

Stewardship

Aligned	Being situationally aware and sensitive to objectives
Attentive	Effectively organizing data and prioritizing objectives
Authentic	Being genuine, honest, and free from pretense

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 28 Mar 2026