



JOB TITLE: Tank Farm Attendant

ABOUT NORTH ATLANTIC

North Atlantic is a province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Tank Farm Attendant is responsible for supervising all yard activities including the safe delivery and refuelling of petroleum products, performing necessary pre-operations checks, inspections, maintenance on equipment, ensuring inventory is adequately maintained and in compliance with all applicable Federal & Provincial Legislation including North Atlantic's Health, Safety & Environmental Management System.

This is a permanent full-time position working various shifts 7-days a week and is located in Donovan's Industrial Park.

Duties and Responsibilities:

- Processing/verifying truck tickets/batches to ensure accurate and timely customer invoicing
- Opening the facility including the operational start-up of all pumps, initiate electrical supply and perform pre-operations checks
- Monitor/gage tanks to record inventory of product. Cross reference inventory check with previous shift to ensure accuracy. Conduct a weekly dip of the oil water separator and maintain record.
- Maintain fuel inventory levels for both diesel fuel and propane. This would include ordering and receiving fuel.
- Supervise the loading process and address any health and safety issues, as well as any operational issues on site immediately.
- Complete transportation and dangerous goods documents for both company distributors and customers loading product at the facility. For bulk haulers bringing in product to the facility, ensure transportation of dangerous goods documents are received and accurately reflect the quality and type of goods ordered.
- Maintain all load slips and perform daily reconciliation report. Submit daily to Invoice Processing Department.
- Update truck cards on the card reader system for company distributors. Reconcile at end of day delivery load slips and submit summary to invoice processing by courier.
- Conduct yard orientation for new drivers loading at the facility.
- Regular inspection of equipment to determine if any preventative maintenance is necessary. Obtain approval and arrange for maintenance on equipment as needed.



- Calculate volumes of propane lifted using external temperature readings on the propane tanks.
- Provide direction and guidance to distributors & bulk haulers with on the loading and off loading processes
- Receive propane cylinders and evacuate propane using evacuation station. Vent the vapour and use gas detector to ensure zero LEL (lower exposure limit) before shipping cylinders out for refurbishment and/or requalification. Records of external visual inspection on a database as well as records on all cylinder movement.
- Respond to any emergency response situation involving liquid petroleum or propane. Ensure adherence to established reporting requirements as described in North Atlantic's emergency plans.
- Escalate any major operational issues such as equipment failure immediately to the Operations Manager.
- Ensure adherence to North Atlantic's Health, Safety, & Environmental Management System including policies, procedures, both Federal & Provincial Regulatory Legislation, standards and codes.
- Be able to demonstrate a strong commitment to health and safety in the workplace.
- Other duties as required.

Qualifications:

- Experience working with propane (Two to three years of propane experience preferred).
- Trained and experienced with Canada's Transportation of Dangerous Goods Act and Regulations
- Working knowledge of Environmental Legislation
- Fork Lift Operator Certification
- Strong verbal and written communication skills
- Strong organizational skills and planning abilities
- Ability to lift up to 50 lbs
- Confined Space Training (considered an asset)
- Fall Protection Training (considered an asset)
- Canadian Fuels Association Driver Certification (considered an asset)

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(*benefits vary based on employment status)

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm Friday August 12, 2022**.