



# FUNCTION DESCRIPTION

## McInnis Cement

### Truck Terminal Supervisor Port-Daniel–Gascons

**Location:** Canada  
**City:** Port-Daniel–Gascons, Quebec  
**Reporting to:** Director of Terminals  
**Status:** Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel–Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

#### JOB DESCRIPTION

Reporting to the Director of Terminals, the Terminal Supervisor is responsible to manage the terminal safely, efficiently, and effectively while ensuring the facility is maintained in good working condition and with emphasis on proper truck loading. His/her main challenge is to assure that good practices, recommendations, and procedures are in place while analysing and taking into consideration the inherent risks associated with the terminal operations.

The Truck Terminal Supervisor is responsible for designing, implementing and overseeing the strategy, budget, safety guidelines and day to day operations at the terminal in close collaboration with internal and external stakeholders. The successful accomplished duties of the Truck Terminal Supervisor will contribute to McInnis's overall Logistics team's success, in developing and maintaining its competitive advantage in the marketplace.

#### RESPONSIBILITIES

- Strategy: Set and implement a 1-3 years' strategic plan including terminal truck loading capacity, maintenance, safety, staffing, and capital requirements which align with the objectives of the business and its stakeholders
- Budgeting: Set and adhere to an annual budget for Truck terminal costs including operations, capital, and maintenance which aligns with the objectives of the business
- Management: Achieve short, medium and long term goals of internal and external stakeholders including customer/carrier service requirements, fixed and variable costs per ton, safety, and other actions while ensuring the safe, efficient, and effective operation of the terminal

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#### Daily activities include:

- ⚡ Implement and ensure compliance with safety program among employees and visitors/vendors
- ⚡ Ensure compliance with McInnis's environmental policies and minimize environmental impact of the terminal
- ⚡ Ensure that operations meet local and provincial obligations
- ⚡ Implement and execute the quality assurance program
- ⚡ Utilize appropriate best practices to drive continuous improvement in all processes
- ⚡ Communicate the daily inventory & operations schedule for inbound and outbound cement
- ⚡ Primary responsible for communication and training of third party operators and staff
- ⚡ Initiate and promote an environment with strong customer service and team work
- ⚡ Maintain a positive relationship with customers/carriers, visitors and all levels of company staff
- ⚡ Assess any risks and implement the necessary mitigation measures, particularly in terms of safety
- ⚡ Communicate all maintenance and minor repairs of the terminal equipment on a daily basis to our contractors and staff and ensure a close follow-up
- ⚡ Promote clear communication between the staffs to ensure the provision of the adequate products at the Port-Daniel–Gascons plant
- ⚡ Develop the site-specific terminal maintenance plan with the plant management team for the entire terminal assets.
- ⚡ Operate and maintain an in-house cement transfer system, including air-slides, cement pumps and dust collectors.
- ⚡ Perform inspections on equipment prior to use
- ⚡ Supervise and ensure a proper truck-loading process and assist drivers during self service loading
- ⚡ Perform general housekeeping and ground maintenance duties
- ⚡ Adhere to work schedule
- ⚡ Understand and abide by all Company policies that relate to the workplace
- ⚡ Perform other duties as assigned

#### JOB REQUIREMENTS

- ⚡ 10+ years' experience with cement/bulk materials handling, storage, logistics or/and transportation
- ⚡ 5+ years of working experience in personnel or third-party management
- ⚡ Good communication skills and Team work ability
- ⚡ Meticulous, professional, autonomous and committed
- ⚡ Knowledge of equipment maintenance for bulk handling systems
- ⚡ Knowledge of environmental health and safety legislation and regulations
- ⚡ Good computer systems understanding and skills - Microsoft Office (Outlook, Excel, Word...), SAP (an asset)
- ⚡ Bilingual French/English



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#### WE OFFER

- ▲ To work in a growing Quebec organization, where you will find a dynamic and friendly work environment
- ▲ A lot of challenges and projects
- ▲ Competitive compensation;
- ▲ A competitive benefits' program.

Do you think you have the requirements and want to be part of a dynamic team? Please send your resume to [careers@mcinnis.com](mailto:careers@mcinnis.com) to the attention of **Julie Rebecq**, specifying the job offer for which you are applying.