

JOB POSTING

Job Opening Date: August 29, 2017

Job Closing Date: When position is filled

Job Title: Superintendent

Department: Metro Ports

Job Location: Burns Harbor, IN

Contact: David Parrott

Overview:

Join a growing team of sales and event production professionals with an objective of growing the event business at three premiere event venues located in San Francisco.

Responsibilities:

- Works closely with Terminal Manager
- Reviews ship list ETA
- Coordinates vessel operations with terminal
- Coordinates terminal operations when ship operations have completed
- Prepares daily work schedule for working ships prior to arrival
- Provides vessel agent with projected work schedule
- Implements plan for daily operations
- Creates and verifies load lists/hatch lists/ stowage plans
- Orders labor and implements changes for labor request
- Communicates with union personnel, vessel agents, gearmen etc.
- Orders equipment and gear, including outside vendors when needed
- Supervises staff and schedules workloads for both ship work and terminal work
- Supervises union personnel and is responsible for the following:
 - a) Makes personnel changes, i.e.,
 - b) Superintendents can refuse or return to the hall any union personnel including, but not limited to, any foreman, longshoreperson, or marine clerk for performance issues.
- Approves overtime for union personnel
- Verifies and calculates timecards
- Resolves employee conflicts
- Calculates manpower for next shift by forecasting number of gangs, shifts required and utilization of manpower
- Reviews day to day operations of ship and cargo while in port
- Communicates with and updates ship's Captain
- Inspects gear certifications and dates
- Inspects cargo for damages prior to / during and after ship loading/discharge
- Makes physical inspection of vessel and equipment
- Monitors discharging or loading activities
- Monitors terminal operations once vessel operations have completed
- Reviews previous shifts documents for loading or discharging according to plans
- Reviews and signs safety checklist
- Boards ships to ensure Foreman is following load/discharge plans
- Follows- up on changes made from hatch to hatch
- Directs the Hall Foreman on loading/discharging the ship
- Communicates with the shipper/consignee and the ship's chief officer
- Relates changes from shipper/consignee
- Reviews previous shifts load /discharge plan
- Reviews and follows-up on lists of priorities and projects
- Reviews and submits daily equipment usage report
- Superintendents play a critical role in safety at Metro Ports

Their important safety duties include, but are not limited to:

- a) assuring the safety of the general long shore work force and steady Metro employees
- b) knowing, implanting, enforcing and monitoring the Injury and Illness Prevention Plan (IIPP), and taking necessary and appropriate loss prevention measures regarding injuries to persons and damage to property and equipment.
 - The IIPP outlines in detail the safety duties and responsibilities of a superintendent, and those duties and responsibilities, including future updates and revisions, are incorporated by reference into this Position Description.
 - Travels to outlying ports as needed
 - Verifies reports for accuracy
 - Attends meetings
 - Cross-trains for various types of Superintendent's positions
 - Works weekends and holidays
 - Remains on 24-hour call for operations and emergencies

Requirements:

- Computer literate (must have working knowledge of MS Word and Excel prior to completing training period)
- Skilled in human resources and supervision
- Knowledge of maritime industry to include longshoremen's union policies, union contracts, harbor and port procedures and governmental and safety regulations is preferred
- Knowledge of, and strict adherence to, all anti-discrimination, anti-harassment, and anti-retaliation laws, practices and procedures is a must and will be provided during the training period.
- 2 - 5 years working experience in maritime industry working directly with operations preferred
- Previous work experience as Superintendent helpful
- Valid driver's license
- High School Diploma or equivalent preferred