

JOB POSTING

Job Opening Date: March 25, 2019

Job Closing Date: When position is filled

Job Title: Operations Manager - L.B.

Department: Long Beach 212

Job Location: Long Beach, Calif.

Contact: Human Resources Dept.

Qualifications & Skills Required

- Vessel Operations.
- Reviews ship list ETA.
- Coordinates vessel operations with terminal.
- Independently adjusts daily work plan on a shift by shift basis.
- In conjunction with the customer, provides vessel agent with projected work schedule.
- Independently administers discipline and recognition.
- Makes hiring decisions for steady unionized employees.
- Independently instructs Foreman on transfers, rewards, replacements or firings.
- Orders labor and implements changes for labor requests.
- Communicates with union personnel, vessel agents, mechanics, Foremen and Shop Steward etc.
- Orders equipment and gear.
- Supervises staff and schedules workloads.
- Supervises unionized personnel, including the following responsibilities:
 - Makes personnel changes (i.e., Operations Manager independently can return to the hall any Foreman or Marine Clerk, or direct a Foreman to return any longshoreperson to the hall for performance issues.)
- In conjunction with the customer or customer's representative, authorizes and directs the Foremen and Clerks, to extend shift to finish hatch or vessel.
- Depending on the location, in conjunction with customer's representative, authorizes and directs unionized workforce to relieve a hatch.
- Approves overtime for unionized personnel.
- Verifies and calculates timecards.
- Supervises multiple collective bargaining agreements.
- Testifies for company on grievances associated with labor relations.
- Depending on location, calculates manpower for next shift by forecasting number of gangs, shifts required and utilization of manpower and verifies accuracy of comeback sheets.
- Analyzes day to day operations of ship and cargo while in port and makes recommendations for work as needed.
- Communicates with and updates ship's Captain, ship personnel and ship officers.
- Inspects gear certifications and dates.
- Makes physical inspection of vessel and equipment.
- Monitors discharging or loading activities.
- Reviews previous shift's documents for loading or discharging according to plans.
- Reviews and signs safety checklist.
- Boards ships to supervise Foreman and assure load plans are followed.
- Follows-up on changes made from hatch to hatch.
- Directs the Foreman on loading or discharging the ship and rail operations.
- Directs Supercargoes and clerks; verifies accuracy of paperwork and signs off on Supercargo Daily Reports.
- Communicates with the shipper and the ship's chief officer.
- Executes the Declaration of Security with the Vessel Security Officer upon vessel arrival.
- Relates changes from shipper.
- Reviews previous shift's load out plan.
- Reviews stowage plans.
- Performs and documents environmental inspections and observations to ensure compliance with air/water quality regulations and permit requirements, as applicable, dependent upon individual location requirements.
- Confirms rail yards are locked out prior to rail operations and operations are performed in compliance with the terminal Rail Safety Plans, as applicable, dependent upon individual location requirements and operational processes.

Operations Manager – Long Beach, Calif. (Continued)

- Implement the Injury and Illness Prevention Plan (IIPP) to ensure a safe workplace at Metropolitan Stevedore Company. Important safety duties include, but are not limited to:
 - Assuring the safety of the general longshore work force and steady Metropolitan Stevedore Company employees.
- Knowing, implementing, enforcing and monitoring the IIPP, and taking necessary and appropriate loss prevention and loss control measures regarding injuries to persons and damage to property and equipment. (The IIPP outlines in detail the safety duties and responsibilities of a superintendent; those duties and responsibilities, including future updates and revisions, are incorporated by reference into this Position Description).
- Conducts root cause analysis following an incident or near miss at the terminal and provides a fundamental, underlying, system-related reason why the incident occurred and identifies one or more correctable system failures.
- Travels to outlying ports as needed.
- Supervises Maintenance activities to assist Maintenance Managers or provide supervision in his/her absence.
- Works with vendors providing environmental, electrical, mechanical and engineering support to the terminal.
- Verifies reports for accuracy.
- Serves as backup for Dispatcher when needed, communicates with ILWU dispatchers.
- Facilitates and or attends meetings.
- Upon request, cross-trains for various types of cargo operations.
- Serves as backup for Dispatcher when needed.
- Works weekends and holidays, as necessary and appropriate.
- Remains on 24-hour call for operations and emergencies.

Education and/or Work Experience

- Equivalent of a Bachelor's Degree in a related field of study and 6-8+ years of progressively responsible, related experience pertaining to managerial safety.
- Knowledge of state & federal OSHA, US Coast Guard regulations, PSMSC and other safety regulatory requirements for the maritime industry.
- Experience in the maritime/ stevedoring industry preferred.
- Union labor relations experience preferred.
- Working knowledge of Microsoft Office & related safety software/ programs.
- Obtain and maintain a TWIC.

Please email resumes to hrdept@metroports.com