

## JOB POSTING

Job Opening Date: March 11, 2019

Job Closing Date: When position is filled

Job Title: Superintendent

Department: Metro Cruise

Job Location: Boston, Mass.

Contact: Human Resources Dept.

### Qualifications & Skills Required

- Oversees Longshoreman/General Operation/Safety Compliance at the Cruise port.
- Oversees operation set-up.
- Responsible for pre/post-operation equipment check.
- Orders labor with possible changes, to ensure proper daily staffing.
- Plans operations with Foreman and Clerks.
- Inputs/ checks labor payrolls to ensure accuracy.
- Coordinates with Ship Agent/Metro Shore/Terminal Management.
- Builds relationships with cruise line clients.
- Builds positive relations with the union.
- Makes self available to address client needs.
- Keeps supervisor up to date with the operation.
- Orders parts as needed for equipment.
- Supervises staff at the port, including roles such as: longshoremen, mechanics and checkers.
- Conducts and/or participates in safety meetings.
- Assists with the needs of the terminal and or ship agent.
- Validates parking.
- Ensures office supplies are kept stocked.
- Addresses or contacts the proper help to troubleshoot minor IT problems.
- Updates the Vessel Calendar.
- Ensures the payment of terminal bills monthly.

### Education and/or Work Experience

- Equivalent of a High School diploma and 2-5+ years of progressively responsible, related experience.
- Prior experience in inventory control, freight and shipping & computer operating systems.
- Experience with maritime cargo or cruise industry preferred.
- Bachelor's Degree in an area of study, such as Communications or Business, preferred.
- Strong knowledge of ILWU/ PMA contract & safety code.
- Union personnel supervision experience preferred.

**Please email resumes to [hrdept@metroports.com](mailto:hrdept@metroports.com)**