

## JOB POSTING

Job Opening Date: October 9, 2018

Job Closing Date: When position is filled

Job Title: Superintendent

Department: 460SUD

Job Location: Galveston, TX

Contact: Chris Cornwell / Matt Wooten

### Qualifications & Skills Required

- Works closely with Assistant Vice Presidents, Terminal Managers and/or Terminal Coordinators
  - Reviews ship list ETA
  - Coordinates vessel operations with terminal
  - Prepares daily work schedule for working ships prior to arrival
  - Provides vessel agent with projected work schedule
- Implements plan for daily operations
  - Orders labor and implements changes for labor requests
  - Communicates with union personnel, vessel agents, gearmen etc.
  - Orders equipment and gear
- Supervises staff and schedules workloads
- Supervises union personnel and executes the following responsibilities:
  - Makes personnel changes, (i.e. 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
  - Makes physical inspection of vessel and equipment
  - Monitors discharging or loading activities
  - Reviews previous shifts documents for loading or discharging according to plans
  - Reviews and signs safety checklist
- Boards ships to ensure Foreman is following load plans
  - Follows- up on changes made from hatch to hatch
- Directs the Hall Foreman on loading the ship
- Communicates with the shipper and the ship's chief officer
  - Relates changes from shipper
  - Reviews previous shifts load out plan
  - Reviews all information related to ship de-ballasting conditions
- Reviews stowage plans
- Reviews and submits daily equipment usage report
- Ensures 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 employees
  - Knowing, implementing, enforcing and monitoring the Injury and Illness Prevention Plan (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, and those duties and responsibilities, including future updates and revisions, are incorporated by reference into this Position Description).
- Participates in peer review procedures
- Travels to outlying ports as needed
- Verifies reports for accuracy
- Attends meetings
- Cross-trains for various types of Superintendent's positions
- 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 High School diploma and 2-5+ years of progressively responsible, related experience.
- Bachelor's Degree in a related field of study preferred.
- Maritime operations experience & knowledge of maritime industry, including: longshoremen's union policies, union contracts, harbor and port procedures and governmental & safety regulations preferred.
- Demonstrated leadership/ supervisory skills with prior Superintendent experience desirable.
- Knowledge of, adherence to, anti-discrimination, anti-harassment and anti-retaliation laws, practices and procedures required (training will be provided).
- Working knowledge of Microsoft Office.
- Valid state driver's license.