

## JOB POSTING

Job Opening Date: August 17, 2017

Job Closing Date: When position is filled

Job Title: Superintendent

Department: Metro Ports

Job Location: Savannah, Ga.

Contact: Brian Sheley

### **Overview:**

The Superintendent is responsible for directing and supervising the activities of union steady workers and casual laborers (on terminal or ship) engaged in loading, discharging or moving of ship's cargoes and materials requiring special handling. Ensures customer requirements are met, including requests for work methods and procedures; that staff operates in a productive, safe and healthy manner in ensuring that cargo is loaded on time, in a specified sequence, in accordance with shipping instructions and industry standards, and in compliance with federal, state and local safety rules and regulations.

### **Responsibilities:**

- 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, garmen 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

**Requirements:**

- 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.