

## JOB POSTING

Job Opening Date: September 26, 2017

Job Closing Date: When position is filled

Job Title: Terminal Manager

Department: Metro Ports

Job Location: Savannah, Ga.

Contact: Dave Parrott

### Qualifications & Skills Required

- Regular, predictable and reliable attendance
- Responsible for the cleanliness of the terminal
- Responsible for the safe operations of mobile and fixed terminal equipment
- Responsible for participating in all mandatory training requirements as directed by Federal, State, and local government agency directives and Company guidelines.
- Will ensure operator level maintenance of all machinery and equipment before and after operations.
- Will manage a team to load and discharge any and all vessel operations at this facility.
- May work weekends and holidays
- Oversee all aspects of the day-to-day operations of the Metro Ports Savannah cargo location
- Ensure performance, productivity and profitability of the facility is in line with corporate objectives
- Proactively engage customers, brokers and agents regarding service satisfaction, vessel operations, contractual needs and other relevant matters
- Uphold local union/non-union and customer contractual obligations
- Establish and implement local policies, practices, short and long term goals as necessary to meet organizational objectives
- Act as liaison to port officials and other applicable local and federal agencies and organizations
- Monitor, evaluate and communicate local market conditions, opportunities and constraints
- Ensure adherence to port and all regulatory reporting requirements as applicable
- Responsible for local employee development, morale and annual evaluations
- Ensure local procedures and practices comport with corporate safety guidelines
- Take ownership of local safety program and work closely with Safety Director to identify areas for improvement
- Ensure all applicable corporate communications are effectively, efficiently and timely disseminated to local staff
- Continuously evaluate local procedures for improvements
- Oversee, manage and direct daily priorities and projects, labor requisitions, ship loading, unloading and clean ups as well as all other daily procedural matters
- Hire and terminate staff; handle local labor grievances and complaints; coordinate same with Human Resources
- Approve purchase orders, supply requisitions and invoices within established scope of authority
- Approve time and attendance, overtime and time cards of subordinates

### Education and/or Work Experience

- Must be familiar in the operation of all terminal equipment to include all mobile and fixed operations equipment, ship loader, and ship's gear crane
- Must have a working knowledge of Microsoft Office products
- Valid driver's license
- At least 2 years at Terminal Operations Supervisor or equivalent experience
- High school diploma or equivalent required.
- Undergraduate degree in engineering, business, or logistics desired.
- Experience can be considered in lieu of degree at the Director, Metro Ports discretion.
- Must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) Card