



New Orleans Terminal LLC.

Job Description

POSITION INFORMATION									
JOB TITLE:	Marine Superintendent	DIVISION/ DEPARTMENT:	Operations						
REPORTS TO:	Marine Manager (or other position as assigned on the organization chart)	GRADE:							
LOCATION:	Port of New Orleans	STATUS:	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 10px;">EX</td> <td style="padding: 0 10px;">NE</td> <td style="padding: 0 10px;">PT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	EX	NE	PT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EX	NE	PT							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

SUMMARY: The purpose of this position is to supervise all aspects of vessel loading and unloading for all assigned vessels.

EXPECTATIONS FOR ALL EMPLOYEES:

New Orleans Terminal LLC, pursues its mission based upon a set of core values, our “**Three I’s.**” An employee’s job performance must support and exhibit the organization’s core values:

- **Integrity:** Be responsible and considerate to your customers and colleagues. Stay warm, cordial, courteous and caring.
- **Innovation:** Continually think of new ideas for improvement, even when conditions appear satisfactory. Remain open to betterment.
- **Intensity:** Carry through with and accomplish your tasks. Never give up. Overcome challenges. Remain prompt and motivated to your responsibilities.

PRIMARY JOB RESPONSIBILITIES AND ESSENTIAL ACTIVITIES *(Description of the major responsibilities for this position).*

Specific responsibilities include but are not limited to:

- Pre-Planning of vessel cargo operations
- Supervising all aspects of vessel loading and/or unloading for all assigned vessels/operations
- Calculating, initiating, and confirming labor required and provided.
- Hiring, firing, and scheduling ILA/non-ILA labor in the performance of work assignments.
- Managing, directing, and supervising ILA/non-ILA labor in the performance of work assignments.
- Disciplining labor relating to unsafe work practices, damage to cargo or equipment and/or poor work performance.
- Completion of complaint/official write-up forms regarding disciplinary issues.
- Ensuring that all documents required for operations are completed in a timely and accurate manner, including but not limited to hatch logs, payroll information, operational documents, etc.
- Ordering and confirming the status of equipment and material required.
- Organizing the work area to insure safe and efficient operations.
- Ensuring compliance with approved ISO procedures, applicable Industry Safety Standards (OSHA), as well as all federal, state, local and company safety requirements and policies.

- Monitoring and correcting operational procedures as required.
- Reporting operational performance and confirming related documentations (billing information, etc.).
- Identifying and responding to unsafe operations or emergency situations to prevent personal and property loss.
- Understanding and implementing port rotations for vessel operations.
- Understanding of vessel characteristics as related to cargo operations
- Working knowledge of Hazardous Materials regulation and response
- Interpreting customer load/discharge stowage plans.
- Inspecting lashings for proper technique and lashing points.
- Inspecting the vessel, dock, and other operational areas to insure safe and efficient operations.
- Flagging and directional management of PIT equipment, cargo, and labor.
- Ability to apply production formulas for completion times and adjustments to gang structure.
- Completing proper incident investigation per company standards to fulfill required criteria.
- Completion of stevedore reports for customers as required.
- Submitting property damage/injury reports per company guidelines
- Completion of required safety worksite inspections and risk assessments.

NOTE:

The above responsibilities document the major levels and scope work expected of the incumbent. They are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

POSITION QUALIFICATIONS AND REQUIREMENTS *(To be fully competent in the job)*

1. SPECIAL SKILLS *(Computer training, quality training, special programs)*

- Demonstrated leadership and managerial skills.
- Ability to make quick and clear decisions in a high stress environment
- Knowledge of marine and stevedoring operations.
- Demonstrated ability to effectively communicate and provide direction to individuals and/or groups.
- Knowledge of computer operations and ability to utilize MS office.
- Knowledge of Container/Cargo Stowage/Planning Systems is preferred.

2. PREFERRED EDUCATION

- High school diploma or G.E.D.

3. PREFERRED WORK EXPERIENCE *(Years of experience in the industry and functional area)*

- One-Two years of marine/stevedoring operations in areas related to the position requirement.

4. ADA REQUIREMENTS/PHYSICAL REQUIREMENTS *(The following describes physical demands of the typical position)*

- Office work including sitting for extended periods of time.
- Standing for extended periods of time of on operations site.
- Climbing ladders and gangways safely.
- Ability to lift up to 50lbs.
- Physical work with exposure to the elements

Approved by: _____
Division Head/Department Manager

Date: _____

Corporate Human Resources

Date: _____