

## JOB POSTING

Job Opening Date: May 24, 2019

Job Closing Date: When position is filled

Job Title: Superintendent

Department: Burns Harbor, IN.

Job Location: Burns Harbor, IN.

Contact: Human Resources Dept.

### Qualifications & Skills Required

- Regular, predictable and reliable attendance.
- Works closely with Terminal Manager.
- Reviews ship list ETA.
- Coordinates vessel operations with terminal.
- Coordinates terminal operations when ship operations have completed.
- Prepares daily work schedule for working ships prior to arrival.
- Provides vessel agent with projected work schedule.
- Implements plan for daily operations.
- Creates and verifies load lists/hatch lists/ stowage plans.
- Orders labor and implements changes for labor request.
- Communicates with union personnel, vessel agents, gearmen etc.
- Orders equipment and gear, including outside vendors when needed.
- Supervises staff and schedules workloads for both ship work and terminal work.
- Supervises union personnel and is responsible for the following:
  - 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.
- Inspects cargo for damages prior to / during and after ship loading/discharge.
- Makes physical inspection of vessel and equipment.
- Monitors discharging or loading activities.
- Monitors terminal operations once vessel operations have completed.
- Reviews previous shifts documents for loading or discharging according to plans.
- Reviews and signs safety checklist.
- Boards ships to ensure Foreman is following load/discharge plans.
- Follows- up on changes made from hatch to hatch.
- Directs the Hall Foreman on loading/discharging the ship.
- Communicates with the shipper/consignee and the ship's chief officer.
- Relates changes from shipper/consignee.
- Reviews previous shifts load /discharge plan.
- Reviews and follows-up on lists of priorities and projects.
- Reviews and submits daily equipment usage report.
- Superintendents play a critical role in safety at Metro Ports. Their important safety duties include, but are not limited to:
  - Assuring the safety of the general longshore work force and steady Metro employees
  - Knowing, implanting, enforcing and monitoring the Injury and Illness Prevention Plan (IIPP), and taking necessary and appropriate loss prevention 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.
- Travels to outlying ports as needed
- Verifies reports for accuracy
- Attends meetings

**Superintendent** *(Continued)*

- Cross-trains for various types of Superintendent's positions
- Works weekends and holidays
- Remains on 24-hour call for operations and emergencies

**Education and/or Work Experience**

- Computer literate (must have working knowledge of MS Word and Excel prior to completing training period.
- Skilled in human resources and supervision.
- Knowledge of maritime industry to include longshoremen's union policies, union contracts, harbor and port procedures and governmental and safety regulations is preferred.
- Knowledge of, and strict adherence to, all anti-discrimination, anti-harassment, and anti-retaliation laws, practices and procedures is a must and will be provided during the training period.
- 2 - 5 years working experience in maritime industry working directly with operations preferred but not essential.
- Willing to consider experience in other modes of transportation.
- Previous work experience as Superintendent helpful but not essential.
- Valid driver's license.
- High School Diploma or equivalent preferred.

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