



POSITION OUTLINE

POSITION TITLE: Director of Marine Terminals

DEPARTMENT: Operations

INCUMBENT: Vacant

SUPERVISOR: Chief Operating Officer

FLSA STATUS: Exempt

POSITION OVERVIEW: The Director of Marine Terminals primary duty is the management of day to day operations of the Port's marine terminals. This includes maintaining positive working relationships with the ILWU, as well as other unions with jurisdiction. Strong relationships also need to be maintained and developed with other members of the supply chain including shippers, stevedoring companies, railroads and trucking companies, and others necessary to expedite cargo movement through the Port. This position needs to work in close coordination with the Port's business development efforts on key marketing cargo strategies for securing new maritime opportunities and expand client base in new geographical and commodity markets. The position is also responsible for ensuring compliance with security, safety and environmental regulations, as well as efficiently managing the Operations department staff at the Port of Longview.

REPORTING RELATIONSHIPS: This position reports to the Chief Operating Officer. This position is responsible for managing the department through various supervisors and managers which includes four (4) Terminal Superintendents and Manager of Marine Terminals.

MINIMUM QUALIFICATIONS: This position generally requires a minimum of 15 years of direct experience working on and managing marine terminal operations, preferably on the US West Coast, or an equivalent combination of education and experience. A Bachelor's degree in a related field is preferred, but it is not required if have 15 years or more experience. Must have a valid driver's license and ability to obtain Transportation Worker Identification Credentials (TWIC).

WORKING CONDITIONS: Work is performed in both a normal office environment as well as field environment. Regular and predictable attendance is a requirement and work often requires extensive time commitment.

PHYSICAL/MENTAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

KNOWLEDGE AND SKILLS:

- Requires demonstrated knowledge and experience of marine terminal operations, preferably on the US West coast.
- Must have the ability to prioritize and organize numerous tasks and complete them under time constraints. Must have capacity to balance both short and long-term issues effectively and handle many simultaneous and often conflicting and changing priorities.

Last Revised: June 21, 2017



POSITION OUTLINE

- Demonstrate success in the ability to effectively prioritize initiative, goals and performance measurements consistent with the Port's business plan.
- Experience in financial management of a comparable organization including operating and capital budgets.
- Ability to establish and maintain good personal and business relationship with customers, steamship companies, agencies and stevedore companies by developing constructive and cooperative working relations and maintaining them over time.
- Working knowledge of applicable Federal, State and local regulations, practices and techniques required to perform duties of the job.
- Experience in negotiating and administering terminal operations and industrial leases.
- Knowledge of strategic planning and port master planning and development.
- Experience in working with members of a Port Commission and the ability to represent the organization to customers, the public, government, and other external sources.
- Must have excellent analytical, verbal, written skills and the ability to prepare and deliver business proposals effectively to small and large audiences.
- Ability to make decision and solve problems by analyzing information and evaluating results.
- Ability to organize, plan and prioritize work by developing specific goals and plans to prioritize, organize, and accomplish your work.
- Must be able to rebound quickly from frustrations and unpleasantness; keep composure and adjust quickly to changing priorities.
- Ability to think independently and take initiative.
- Requires strong verbal and written communication skills.
- Must have a valid driver's license and ability to obtain TWIC credentials.



POSITION OUTLINE

ESSENTIAL FUNCTIONS:

Function	
<p>1. Develop and maintain positive working relationships with ILWU Local 21, ILWU Local 92, and ILWU Local 40. Also ensure that all activities and operations are performed in compliance with the labor agreements, local, state, and federal regulations and laws governing port operations.</p>	35%
<p>2. Plan, organize and lead all cargo operations by making sure each department is doing what is necessary for all equipment and cargo handling facilities to operate and function at a high level to insure both a productive and safe working environment for all involved in cargo operations at the Port.</p>	10%
<p>3. Work in partnership with Business Development on key marketing cargo strategies for securing new maritime opportunities and expand client base in new geographical and commodity markets that may require domestic and international travel.</p>	10%
<p>4. Develop and establish operating policies consistent with the Port's broad policies and objectives and insures their adequate execution. Coordinate Port operational strategies and plans with the management team and other internal stakeholders in a manner that fosters growth, efficiency and a strong financial base. Support and participate in the development and execution of sound business decisions and associated projects. Appraise and evaluate the results of overall operations regularly and systematically, and report these results to the management team.</p>	10%
<p>5. Plan, review, and update the operation's department budget and strategies. Formulate long term plans for acquiring and enabling efficient, cost-effective operations equipment. Oversee short and long-term strategic capital improvement programs for Operations. Determine policy and standards to make sure that all equipment and manpower is performing at a high level to insure both a productive and safe working environment for all involved in cargo operations at the port.</p>	10%
<p>6. Efficiently manages department staff (i.e. staff scheduling); establish goals and conduct annual reviews; provide training opportunities that will improve their job skills and knowledge. Determine staff needed to accomplish goals by recruitment, interviewing, selecting & hiring. Resolve personnel problems, complaints, or formal grievances when possible, or refer them to the appropriate personnel for resolution. Resolve conflicts by handling complaints, settling disputes, and resolving grievances to ensure that no issues are preventing the healthy relationship between management and labor.</p>	10%



POSITION OUTLINE

<p>7. Monitor operations to see that they are performed in accordance with safety standards. Analyze safety issues and assure proper corrective action is taken. With the assistance of the Health and Safety Specialist, ensure the Port is in compliance with all current OSHA/WISHA regulations.</p>	5%
<p>8. To work in agreement with the Environmental Department to assure that all environmental concerns associated with cargo operations have been identified and mitigated for. Assure that all cargo handling activities maintain full environmental standards and are in compliance with all regulatory permits, federal, state and local regulations.</p>	5%
<p>9. Utilize the Port Job Costing Program to estimate labor and equipment costs for existing operations and new cargo opportunities. Provide reports for Business Development proposals and accounts receivable invoices. Conduct financial performance analysis related to Port operations. Responsible for reviewing and approving all invoices generated through department as part of assuring budget compliance.</p>	5%
<p>10. Advanced level skills with Windows based software, primarily MS Word, Excel and PowerPoint. Ability to keep up-to-date technically and applying new knowledge to your job.</p>	
<p>11. Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others.</p>	



POSITION OUTLINE

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS: Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience.

CUSTOMER FOCUS: Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes the Port in community by serving as a Port ambassador or volunteer.

INTERPERSONAL SKILLS: Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers.

FUNCTIONAL /TECHNICAL EXPERTISE: Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion.



POSITION OUTLINE

DIRECTOR COMPETENCIES FOR SUCCESS:

LEARNING: Learns quickly when facing new problems; Applies lessons from past experiences to develop appropriate solutions to new problems; Analyzes both successes and failures for clues to improvement; Does not shy away from challenges of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most situations.

PRIORITY SETTING: Has the ability to determine essential priorities; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus.

COMPOSURE: Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner.

BUSINESS & FINANCIAL ACUMEN: Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility.

PRESENTATION SKILLS: Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers and, direct reports; is effective both inside and outside the organization, on both cool data and hot and conversational topics ; Commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.



POSITION OUTLINE

POSITION CONTENT: The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, in response to peak work periods or otherwise to balance the workload.

APPROVAL			
I agree that this description conveys an accurate description of this job.			
Manager name:	Job title:	Signature:	Date:
_____	_____	_____	_____
Job holder name:	Job title:	Signature:	Date:
_____	_____	_____	_____