

TOTE Maritime Puerto Rico, LLC
Job Description

Job Title	Department	Status	Reports to (Title):
Manager, Marine Operations	Operations	Exempt	Terminal Manager

Purpose of Job:

Oversee companywide marine vessel operations and marine shore side operations staff

Main Duties and Responsibilities:

1. Oversee the proper execution of stowage, loading, and discharging of vessels, stability calculations, vessel inspections (including lashing gear, cargo securing fittings, damages to vessels, gear, cargo, and/or equipment). Work with the engineering staff in design and engineering and review, strategic planning, weather condition forecasting and reporting, cost accounting, budget preparation, ship and shore-side operations evaluation, purchasing, maintaining marine operations related records and information, etc.
2. Attend vessel during Jacksonville calls. Cover for the Port Engineer as needed.
3. Manage strategic vessel planning & provide operational field support for all ports of call.
4. Provide planning and operational field support for vessel charters in various ports as well as support for and during special projects
5. Provide operational representation & support during scheduled vessel shipyard periods.
6. Perform and monitor vessel stability, stress, and trim calculations, prior to, during, and at completion of operations for San Juan, Jacksonville & Port Everglades and/or as required at other ports of call.
7. Perform vessel stability, stress, and trim calculations prior to cargo operations for the port call at San Juan.
8. Develop, maintain, and modify vessel stowage documents, and vessel utilization reports for all ports of call.
9. Analyze costs related to vessel and cargo operations in all ports. Interface with the Engineering Department in preparing annual Vessel Operating Cost budget for review by TOTE Director, Vessel Operations.
10. Coordinate with the Port Captain and supervises ships' staff regarding all vessel planning and operations. Insures that Ships' senior staffs are commonly aligned with our vessel operations goals and objectives.

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11. Interface with Port Engineer in preparing annual Capital Expenditure project budgets.
 12. Coordinate with all ports and vessels ETs, ETDs, Pilots, tug assists, as required.
 13. Coordinate vessel and terminal activities with port operations and vessel staff to insure vessels maintain schedules.
 14. Review and document delays and take corrective action to limit the same.
 15. Advise all ports of captain, crew and vessel requirements to insure staff and/or agents are prepared to assist.
 16. Coordinate TOTE Maritime's activities with Tote Management (previously IAS).
 17. Maintain and distribute damage reporting relating to cargo and vessel operations.
 18. Other duties may be assigned, unless in conflict with Americans with Disabilities Act.
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Supervisory Responsibilities:

Supervises ships' staff regarding all vessel planning and operations. Insures that ship's senior staff are commonly aligned with our vessel operation goals and objectives. Carries out all other supervisory responsibilities in accordance with the organization's policies and applicable laws.

Secondary Duties and Responsibilities:

1. Assists the Company in any necessary duties to achieve Company goals.
 2. Performs other related duties as assigned.
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Authority/Judgment/Disclosure/Financial Responsibility:

Authority Selections:

Little or no direct supervision. A wide choice in selection, development and coordination of methods within broad framework of general policies.

Judgment Decisions:

Mistakes and errors in judgment are significant, difficult to detect, involving major expenditures, may involve the preparation or presentation of data on which management bases important decisions.

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Disclosure of Information Selections:

This position involves regular work with some information of major importance, which if disclosed may be detrimental to the company's interests.

Financial Responsibility Selections:

Purchases supplies necessary for performance of personal or immediate work group's job functions.

Skills:

- Ability to read and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from Senior Management, groups of managers, clients, customers and general public.
- Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret variety of instructions furnished in written oral & schedule form.

Education:

- Bachelor's Degree in business or related field or equivalent combination of education / experience required
- Ten years management experience in marine transportation industry is required, with a complete understanding of vessel liner service and terminal operations.
- Cargo loading, planning & related software programs.
- Computer skills are required.
- Sea going experience as a USCG licensed Deck Officer is preferred.

Physical Requirements of the Position -

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Visual Requirements of the Position:

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Visual requirement equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.

Physical Demands of the Position:

“**C**” Constantly-(6-8 hrs/day), “**F**” Frequently-(3-6 hrs/day), “**O**” Occasionally-(up to 3 hrs/day), or “**NA**” if not applicable.

O	Reaching	O	Standing	C	Sitting
O	Walking	N/A	Feeling	C	Fingering
O	Grasping	C	Repetitive Motion	O	Talking
O	Hearing				
O	Pushing Up to 25 lbs.	O	Pulling Up to 25 lbs.	O	Lifting Up to 25 lbs.

Environmental Conditions of the Position:

Place the corresponding letter next to each category. “**C**” Constantly-(6-8 hrs/day), “**F**” Frequently-(3-6 hrs/day), “**O**” Occasionally-(up to 3 hrs/day), or “**N/A**” if not applicable.

O	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature change.
C	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

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Conclusion:

1. A review of this description has separated the marginal functions of the position that are incidental to the performance of fundamental job duties. All main duties and requirements are essential job functions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. All job requirements are subject to possible modification by the Company as deemed necessary.
 4. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or other customers.
 5. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 6. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.
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Employee Signature:

Date:

Supervisor's Signature:

Date:

Human Resources:

Date:

TOTE Maritime Puerto Rico, LLC IS AN EQUAL OPPORTUNITY EMPLOYER