

TOTE Maritime Puerto Rico, LLC

Job Description

Job Title	Department	Status	Reports to (Title):
Terminal Manager	Support Services	Exempt	VP of Support Services

Purpose of Job:

Manage safe, efficient, cost effective terminal operations to facilitate the movement of all cargo types includes all gate, warehouse (if applicable), terminal, port, and stevedoring activities. Develops and maintains appropriate business relationships with service providers, respective port authorities, customers, regulatory bodies, and other business units.

Main Duties and Responsibilities:

- Manage all aspects of daily terminal operations.
- FSO designation and administration of facilities security plans
- Direct responsibility to manage Terminal, Port, and Stevedoring Safety Program to include all recordable and lost time incidents
- Report Activity to VP of Support Services.
- Manage all elements required for vessel port call.
- Manage all weather and significant events (Vessel Delays) through appropriate channels
- Manage development of Capital and Operational Budgets for respective area
- Manage and coordinate activities of Terminal Assistants.
- Manage weekly statement of facts sheets for each vessel call.
- Plan space on terminal.
- Manage warehouse (whenever needed)
- Manage labor order for vessel.
- Manage all required elements related to vessel call (ie: Tugs, Pilots, Regulatory, Line Handling, etc).

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- Manage pumping of fructose operations (as required).
- Manage notifications of Coast Guard and USDA vessel arrivals and departures.
- Manage stowage requirements of vessels in conjunction with Vessel Operations
- Manage feeder services (as applicable)
- Manage continuous improvement of the operating parameters of TOTE Maritime PR Terminal, Port, and Stevedoring
- Ensure departmental alignment with Company Policies

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.

Disclosure of Information Selections: This position involves full and complete access to reports, records, plans, and programs where utmost integrity is required to safeguard the company's interests.

Financial Responsibility Selections: Directly responsible for all cost recording and reporting to ensure accuracy. Manage purchases of supplies and services 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 government regulations.
 - Ability to write reports, analysis, business correspondence, and procedure manuals.
 - Ability to effectively present information and respond to questions from Senior Management, groups of managers, clients, and customers.
 - Bilingual English/Spanish required.
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Education:

- BS in Management or 5 years stevedoring or marine terminal operations
- FSO designation
- Hazardous Certified

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:

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.

N/A	Climbing	N/A	Balancing	N/A	Stooping
N/A	Kneeling	N/A	Crouching	N/A	Crawling
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.
N/A	26-50 lbs.	N/A	26-50 lbs.	N/A	26-50 lbs.
N/A	Over 50 lbs.	N/A	Over 50 lbs.	N/A	Over 50 lbs.

Environmental Conditions 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	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature change.
N/A	The worker is subject to outside environmental conditions: No effective protection from

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	weather.
N/A	The worker is subject to both environmental conditions: Activities occur inside and outside.
N/A	The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
N/A	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
N/A	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
N/A	The worker is subject to vibration: Exposure to oscillating movements of the extremities of whole body.
N/A	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to heat and exposure to chemicals.
N/A	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
N/A	The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
N/A	The worker is required to wear respirator.
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.

Employee Signature:

Date:

Supervisor's Signature:

Date:

Human Resources:

Date:

TOTE Maritime Puerto Rico, LLC IS AN EQUAL OPPORTUNITY EMPLOYER
