

JOB DESCRIPTION

Assistant Operations Superintendent

QUALIFICATIONS/EXPERIENCE: Degree level educated with 3-5 years relevant experience in an International Port and command on power Point, Ms Word and Ms Excel sheets linking.

REPORTS TO: Operations superintendent/ Deputy Operations Manager/Operations Manager.

SUBORDINATES: Senior Supervisor
Foremen
Senior Documentation Clerk

MAIN DUTIES AND RESPONSIBILITIES

1. **General.**
 - a. Controls all non container Port cargo operations active during his assigned duty.
 - b. Ensures that work priorities as required by Port Management are observed and available resources are deployed accordingly.
 - c. Enforces compliance of Port Operational and Safety procedures by all subordinate staff and of any other party working or visiting the Port.
 - d. With reference to the berth allocation plan and in liaison with the Port Marine Department - ensures that all vessels are berthed to operation dept requirement
 - e. Liaise closely with ships master/ships agent in respect of vessels load/discharge plan, its implementation and continuous progression in order to satisfy targets for completion of operation.
 - f. Completes detail of vessel/ other operations reports as required during his duty, also ensuring that his subordinates are fully conversant with present situation, requirements to be fulfilled and any other information which may be appropriate to ensure the smooth operation of the port.

- g. Completes third party labour assignment log and forwarding to Documentation for processing.
- h. Responsibility for keeping the lifting gear register ensuring all test certificates are in date.
- i. Responsible for all fire extinguishers allocated to the operations department. ensuring they are operational and serviced tested yearly

3. SUBORDINATE ACTIVITIES

- a. Ensure that subordinate staff are performing their assigned tasks safely, competently and effectively.
- b. Ensure that Operations department staff maintains good discipline and timekeeping.
- c. Provide training and attention as required to subordinate staff as appropriate in their assigned disciplines.
- d. Identify to Operations Manager further training requirements for self and subordinate staff.
- e. Ensure that all subordinate staff on duty are appropriately dressed for their assigned task and are wearing the correct personal protective equipment as supplied.

4. CONTROL, SUPERVISION AND SECURITY

- a. Ensure that all data relating to customers is kept secure and confidential, and released only to authorized personnel.
- b. Ensure that Company information is kept secure and is not divulged to unauthorized personnel.
- c. Maintain and ensure compliance with current Port Safety/Security and operational procedures.

5. WORKING ENVIRONMENT

- a. Ensure that places of work for self and subordinates are maintained in a clean, safe, secure, orderly and healthy manner.
- b. Ensure that the Port area is maintained in a safe, clean and healthy condition.
- c. Report any identified infrastructure defect to Operations superintendent /Deputy operation Manager/operations Manager Immediately for quarantining the area if necessary..

6. OTHER DUTIES

- a. Undertake any other related activities as may be required by the operations manager/sub.
- b. Ensure that he is aware of changes in Port and/or Local/Federal/International law.