



TARTOUS CONTAINER TERMINAL Job Description – Operation Superintendent

JOB TITLE:	Operation Superintendent
LOCATION:	Operation Department – Tartous Container Terminal, Syria
WORK SCOPE:	<p>Responsible for the administration and control of the day to day activities of the container terminal operations, more particularly in expanding the department's capabilities to become the focal point of operational control and communication within Tartous Container Terminal.</p> <p>Oversees the daily vessel operation including all areas with activities in the dockside as well as in the container yard. Ensures that all pre-planned operational activities and set targets are being followed.</p>
SUBORDINATES:	A team of supervisors, foremen, equipment operators, tally clerks, stevedores and laborers in varying number according to requirements and growth of the company
REPORTING TO:	Operation Manager
ACADEMIC QUALIFICATIONS:	Graduate of any reputable college or university with degree in any engineering, business management or an equivalent discipline
EXPERIENCE:	Three to five years experience in similar position preferably in shipping, port or container terminal operations.
SPECIALIST KNOWLEDGE:	<p>Ability to manage and direct various discipline in operation department</p> <p>Ability to work harmoniously with co-workers and clients</p> <p>Ability to work under time pressure</p> <p>Proficiency in computer (MS office – Words, Excel, Power point, Outlook) and Internet</p> <p>Good command of English both written and spoken</p>
MEDICAL	<p>A degree of physical fitness required for climbing vessel, container handling equipment, container cranes up to Machinery House and Pylon level.</p> <p>Good Vision – correction aids acceptable.</p> <p>No color blindness.</p> <p>No fear of working at height.</p> <p>No history of epilepsy.</p> <p>No history of cardiovascular conditions.</p> <p>No history of mental conditions.</p>
JOB CONTENT:	<ol style="list-style-type: none"> 1. Ensures proper coordination with the Shipping Lines/Clients regarding vessel schedules and the submission of documents within cut-off time. 2. Based on the preliminary advice regarding the vessels' arrival and the cargo forecast, prepares berthing assignments and preliminary work plans. 3. Approves berthing applications, issues berthing confirmations; gives clearances to dock, posting of pilots, gang settings, and docking/undocking sequences upon receipt of all documentation requirements from Shipping Lines in coordination with the Port Harbor Master and Port Pilots. 4. Monitors weather conditions and alarms the all operations sections, and Engineering Departments of incoming weather disturbances. 5. Attends the regular Operations meeting with to discuss operational work plans and implementation. 6. Coordinates with CFS for the internal movement of LCL containers and other containers requiring stripping at CFS for proper monitoring and recording.

7. Ensures that the discharging and loading programs are properly executed as prepared by the SHIPS Supervisor.
8. Ensures that the physical address of containers in the Yard are exactly the same as those reflected in the report or in the terminal computer system.
9. Ensures that accurate and complete reports/information are forwarded to all parties concerned.
10. Ensures that gate movements (Truck In/Truck Out) are without delays and a smooth flow is maintained at all times.
11. Monitors Vessel and Yard operations and submits periodic reports of accomplishments and problems encountered.
12. Assists the Operation Manager in the training of all Operations Personnel in all aspects of operational functions.
13. Ensures that all Client queries (internal/external) are immediately attended to.
14. Assists the Operation Manager in the review and enhancement of operational tasks.
15. Prepares the Container Terminal Operation's manning schedule and ensures that the Section is sufficiently manned 24 hours a day, seven days a week (7x24).
16. Issues and recommends disciplinary actions or recommendations to personnel concerned.
17. Schedules and approves vacations and other forms of leave of Personnel in the Container Terminal Operations.
18. Ensures that all activities on line with the Terminal Operating System are closely monitored to meet all requirements.
19. Responsible for the security and safety of all sensitive information and data.
20. Makes recommendations to Operational Managers on operational practices and processes, which will help achieve reductions in cost and improvement inefficiency.
21. Ensures that complete and accurate data/reports are promptly submitted to the Billing Section.
22. Works closely with other Operations Superintendents to ensure that the services provided by Tartous Container Terminal are professionally and completely rendered. Furthermore, cooperates fully with all Departmental initiatives to improve the efficiency and profitability of the Department.
23. Meets with the incoming duty Superintendent for briefing and handing over of duties. Assesses the productivity level and problems encountered during the shift. Follows up on balances of work for the remaining shift. Gives information on problems and instructs how to solve and implement solutions for corrective measures.
24. Inspects regularly the yard stacking areas to ensure cleanliness and orderliness.
25. Assists Operations Managers in the preparation of the Container Terminal Operations' budgets. Reviews budget variances and initiates corrective measures periodically.
26. Performs other functions as may be directed by immediate superior.