

**Port of Kalama  
Job Description 2019**

Title: Marine Terminal Administrator

Department: Administration

Position is: Exempt

Reports to: Economic Development  
Manager

General Position Summary:

This position performs various functions including, but not limited to, marine terminal operations; safety compliance; and security functions throughout the Port. This position provides day to day operations of the facility security and safety officer. This position works closely with ship agents and longshoremen to perform functions related to ship traffic operations. Many of the functions performed by this position require independent action to instigate or respond to events or obligations. Urgent response to matters will be required outside normal work hours.

Essential Functions/Major Responsibilities:

- Marine Terminal:
  - Coordinate with ship agents and Longshoremen, including Longshoremen's Time keeping and PMA time keeping Submission
  - Tariff Adjustment per NWMTA agreements, market conditions, lease arrangements, lessee input, regulations and Longshore contracts
  - Tracks Special Agreements i.e. Kalama Export maximum dockage and Steelscape scale anniversary adjustments
  - Maintains the imprest fund for the PMA payments
  - Represents the Port at the Northwest Marine Terminal Association, and Columbia River Navigation Channel Project Coordination Team (PCT); recommends rates, and identifies efficiencies and improvements for the terminal operations.
  - Represents the Port on the labor safety committee.
  
- Facility Security Officer:
  - Ensures that Port operations for security at the marine terminal are consistent with the Port's Facility Security Plan (FSP), applicable regulations and the US Department of Homeland Security.
  - Maintains all record keeping required for the FSP, facilitates the resolution of conflicts with terminal users, responsible for the solicitation and management of contract security provider, and ensures electronic and physical security facilities are functional.
  - Ensures regulatory compliance of all security records, actions, audits and process.

- Leads the Port's overall security plan, systems and processes to protect visitors, staff and Port assets.
- Supervises security staff, whether contracted or employed.
- Produces an annual security and safety report.
- Ensures proper maintenance of security systems including cameras and other equipment. Supervises any security subcontractors in maintenance activities.

- **Safety Officer:**

- Leads the Port's safety program including required safety meetings, maintains an up to date safety program. Also responsible for developing an emergency preparedness/disaster management program.
- Investigates all accidents, security breaches and other extraordinary events on Port property, including resolution of outstanding issues, regulatory reporting and measures to prevent recurrence.
- Serves as the Port's Damage Claim Agent, receiving any claim for damages.
- Engage with regional emergency responder agencies/individuals to promote coordination, collaboration and emergency response planning.

Secondary Functions:

- Back up for administrative functions of other staff, including answering phones and covering front desk when required.
- Assist in disaster mitigation and recovery efforts.
- Other duties as assigned.

Job Scope:

Performs duties independently with minimal supervision. Decisions are of a routine nature made within established authority. Position includes field work that may require work in difficult terrain and inclement weather. Mistakes/errors may result in loss of business, poor customer relations, and/or damage to the Port's image, all of which can have negative financial and political implications for the organization.

Supervisory Responsibility:

The position has no supervisory functions.

Interpersonal Contacts:

In any dealing with the public, employees shall be courteous and professional. The employee is to always present the Port and members of the staff in a positive way to the public. Clients, consultants and other business partners of the Port are to be addressed with professionalism at all times. When dealing with disgruntled clients, extra care is to be taken to remain objective and professional. Interactions with other Port personnel are to be courteous and respectful, regardless of position within the organization. All interactions involve information exchange and problem solving and are as a result of

regular, on-going duties. Interaction comes in the form of face-to-face contact, phone, writing and e-mail.

Specific Job Skills:

- Excellent driving skills.
- Good interpersonal, communication, customer service, and time management skills.
- Ability to read, write, speak and understand English.
- Ability to efficiently type, use word processing, spreadsheets and other PC software in the Windows environment.
- The ability to operate office equipment such as, but not limited to, PC's, printers, fax machines, copy machines, laminators, and multi-line telephone systems.
- Must possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance.
- Physical ability to engage in repetitive motions of feet, to hear, to see, to move office supplies, files and equipment, to bend, to twist, and to climb stairs.
- Ability to collect data, organize information, and develop reports with minimal supervision.
- Ability to instigate and perform responsibilities associated with on-going assigned tasks with minimal supervision.

Education and/or Experience:

The position requires specific experience with security, safety and industrial marine processes and compliance or marine terminal operations, and the aptitude and motivation to learn the remaining specialties of this position. A minimum of two years of experience in a multi-tasking office environment with experience problem solving and management support. Must be self-motivated.

A bachelor degree is preferred, but not required. Such degree may not be specific to the position, but must provide an applicable foundation or skill base for the required duties. Substantial direct experience in the position specialties may be substituted for a degree.

Job Conditions:

The position is in an office environment that requires multi-tasking and interactions with the general public. Standing and sitting may be required for long periods of time. The position will also include time out in the field, in areas of uneven ground and possibly inclement conditions.