

Employee Name:		Phone:	360-528-8015
Position Title:	Marine Terminal Sr. Manager	Grade:	P
Department:	Marine Terminal	Date:	3/1/22
Supervisor/Title:	Operations Director	FMLA Status:	Exempt
Working Title:		Emp. Status	Full Time

Position Overview

The Marine Terminal Sr. Manager is responsible for management and operation of the Port's Ocean Marine Terminal and is responsible for all Safety, Security and Regulatory compliance. This position is responsible for development and implementation of business strategies and tactics for sustained business growth, long-term capital planning and infrastructure development & management, staffing, employee development, and normal operations. This includes cargo business development, handling, management, adherence to security requirements, ensuring personnel and asset safety, and regularly scheduled maintenance.

The Sr. Manager develops and executes the marine terminal operating and capital budgets, cargo and business development plans, tenant agreements, and is responsible for effective labor/management relations. The position is responsible for analyzing revenue and cost data to ensure business unit competitive status and profitability, and for maintaining effective liaison with tenants, government agencies, the business community and the public. This position promotes the public image of the Port through community engagement, as directed.

This position reports to the Port of Olympia Operations Director and directly supervises the Marine Terminal Foreman/Facility Security Officer (FSO) and the Marine Terminal Operations Manager. This position indirectly supervises other Marine Terminal staff and supports relationships with longshore ILWU Local 47. The Sr. Manager routinely engages other Port Sr. Managers and staff in support of the "One Port" philosophy of successful Port sustainability and success. The Sr. Manager advises the Port Commission and Executive Director on maritime policy and regulatory matters. This is a 24/7 response obligation position.

Essential Job Functions (Primary Duties)

The essential duties and responsibilities of this position include, but are not limited to the following:

Marine Terminal Cargo/Business Development and Retention:

- Develop goals, objectives, short and long-range terminal development plans, market research strategies and programs for maintaining optimum use of terminal facilities.
- Develop business plans and strategies that address the utilization of the Marine Terminal assets such as: warehouse, berthing; buildings, railcars, cranes, equipment and storage yard areas
- Develop new business opportunities, remain and/or become intimately involved in direct sales efforts with both current and potential customers, and is involved with preparing and overseeing bids and quotes.
- Develop and maintain positive customer and tenant relationships.
- Lead negotiations for Marine Terminal tenant agreements with guidance and involvement from and by other Port staff and Port Legal Counsel.
- Travel as necessary to meet with various business leads in order to facilitate the marketing plan and expand business opportunities.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Essential Job Functions (Primary Duties)**Marine Terminal Operations, Planning, Finance, Safety, Security, Labor Relations and Personnel Development:**

- Oversight of all operational activity at the Marine Terminal and Safety/Security and Regulatory compliance.
- Maintain an effective labor relations program between the Port and the International Longshore and Warehouse Union (ILWU) Local 47/47A.
- Communicate Port and business unit requirements, progress, and problem solving to the Port Operations Director on a routine schedule, generally weekly or as requested.
- Develop and recommend program and policy initiatives.
- Promote an efficient and collaborative working relationship between Marine Terminal team staff and other Port units and staff.
- Formulate and implement rate setting, financial goals and measurements for the Marine Terminal to include positive net operating income including debt service and recovery of costs.
- Direct, prepare, and bring forward analysis on marine terminal programs and issues.
- Work with other Port staff to ensure full compliance with all applicable regulations affecting cargo at the Marine Terminal (i.e. OSHA, DOT, Ecology, city, state, and federal regulations).
- Participate in local, regional and federal emergency management planning organizations.
- Work with Port Legal Counsel on matters involving the Marine Terminal.

Industry and Community Representative:

- Represent the Port of Olympia on the Area Maritime Security Committee, Port Readiness Committee, Northwest Marine Terminals Association, and Washington Council for International Trade, on the Business and Economic Development Committee for the Thurston County Chamber, and Port's representative on the Transportation Committee for Washington Public Ports Association (WPPA). Participation on other community organizations as directed.
- Serve as the Port representative to various cargo commodity organizations such as Livestock Exporters Association, Breakbulk conferences, and others as necessary.
- Engage in public media initiatives as directed.
- Additional duties as assigned.

Supervisor Responsibilities

Marine Terminal Operations Manager
Marine Terminal Foreman/Facility Security Officer (FSO)

Accountability

All employees are held accountable to the Port of Olympia Employee Values.

Minimum Qualifications (Experience / Education Required)

- Bachelor's in business, logistics, public administration, marine transportation, or a similar field or work equivalent of the same.
- Eight (8) years of experience in maritime operations and/or business development is highly preferred.
- Valid Washington Drivers License or ability to acquire one within 90 Days.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Minimum Qualifications (Experience / Education Required)

- Valid Transportation Worker Identification Card (TWIC) or ability to acquire one within 90 days.

Required Knowledge / Skills / Abilities

- Extensive management-level experience in terminal operations, maritime business development or related maritime industry field.
- Demonstrated knowledge of maritime markets.
- Demonstrated knowledge of marine-related labor relations.
- Excellent communication skills, both oral and written, targeted to a variety of audiences are required.
- Demonstrated management and problem solving skills.
- Experience in developing, negotiating and managing ground & space leases.
- Ability to work effectively in teams.
- Create a teamwork atmosphere to ensure efficiency and high morale.
- Maintain good personal/business relationships with Port staff, labor, community organizations and citizens, tenants, and customers.
- Develop and maintain consensus among major stakeholders in the operations of the Port and the Marine Terminal.
- Plan, negotiate, and lead.
- Moderate business travel is expected/required.
- Personal computer, Microsoft Office, e-mail.

Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing			X		
Sitting				X	
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.			X		
Lift/Carry up to 50 lbs.			X		
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level	X				
Work at waist to shoulder level		X			
Work above shoulder level	X				
Reach further than arm's length	X				
Fingering (KEYBOARD)					X
Grasping / Holding	X				
Talking					X
Hearing					X
Seeing					X
Work in confined spaces		X			
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)				X	
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances		X			

Signatures:

Employee Date

Supervisor Date Title

Director (if different than Supervisor) Date Title

****Return original with signatures to Human Resources.**

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