



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: ASSISTANT CHIEF WHARFINGER

DEFINITION: Under direction of the Chief Wharfinger, supervises and directs the duties of all Wharfingers and other personnel in the Wharfinger Section who are responsible for coordinating the use of Port properties and facilities with tenants, terminal operators, steamship agents, and stevedoring representatives and ensuring quality customer service and compliance with Port tariff rules and regulations, lease agreements, and permits.

REPORTS TO: Chief Wharfinger

EXAMPLES OF DUTIES:

- Supervises the administrative duties and customer service programs related to Port operations;
- Selects, trains, assigns, directs, and evaluates the work of subordinate personnel;
- Supervises the preparation of a daily (24-hour) ship movement schedule which includes the vessel name, length, estimated arrival and departure times, and the assigned berth;
- Supervises the monitoring of compliance with Port tariffs by collecting and preparing all supporting documentation of vessel operations including dockage, wharfage, demurrage, bunkers, and water reports;
- Supervises the calculating of charges for Port tariffs and other charges for use of Port properties and facilities and the inputting of data in computer system for billing by Port Finance;
- Supervises the inspection of Port properties and facilities for damages, determines the responsible party, and coordinates repairs and maintenance with Port Maintenance and/or Engineering;
- Supervises the scheduling and coordinating of annual fire and safety inspections of Port properties and facilities conducted by the Fire Department and the monitoring of Port tenant's compliance with corrective actions;
- Supervises the processing and monitoring of compliance of various permits for hot-work, special events, filming, heavy lift operations, clean water ballast discharges, truck fuel deliveries, bollard pull testing, lightering operations, and hazardous materials/cargoes which includes obtaining tenant authorizations and ensuring compliance with the Port's insurance requirements;
- Researches, analyzes, and prepares various documents, reports, and studies pertaining to Port properties and facilities;
- Prepares and monitors wharfinger's section annual budget;
- Performs the duties of the Chief Wharfinger in that person's absence;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Four (4) or more years experience as a Wharfinger or closely related position in maritime port operations; or a bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university and two (2) or more years of professional experience in maritime port operations; or two (2) or more years experience as a Wharfinger with the City of Long Beach;

ASSISTANT CHIEF WHARFINGER (continued)

- Knowledge of marine shipping practices, documents, cargo handling, and record keeping;
- Knowledge of personal computer applications including spreadsheet, database, and word processing software;
- Ability to effectively supervise others;
- Ability to communicate effectively both orally and in writing;
- Excellent interpersonal skills including the ability to deal tactfully and courteously with the public, port tenants, and department personnel;
- Willingness to work overtime and on call to respond to emergencies after hours and weekends;
- Possess a valid California Class C motor vehicle operator's license;

HISTORY:

- Approval/Adoption Date: 06/21/2000