



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: WHARFINGER

DEFINITION: Under direct supervision of the Assistant Chief Wharfinger, coordinates the use of Port properties and facilities with tenants, terminal operators, steamship agents, and stevedoring representatives and ensures quality customer service and compliance with Port tariff rules and regulations, lease agreements, and permits.

REPORTS TO: Assistant Chief Wharfinger

EXAMPLES OF DUTIES:

- Prepares a daily (24-hour) ship movement schedule which includes the vessel name, length, estimated arrival and departure times, and assigned berth;
- Monitors compliance with Port tariff by collecting and preparing all supporting documentation of vessel operations including dockage, wharfage, storage, demurrage, bunkers, and water reports;
- Calculates charges for Port tariff and other charges for use of Port properties and facilities and inputs data in computer system for billing by Port Finance;
- Inspects Port properties and facilities for damages, determines the responsible party, and coordinates repairs and maintenance with Port Maintenance and/or Engineering;
- Schedules and coordinates annual fire and safety inspections of Port properties and facilities conducted by the Fire Department;
- Monitors Port tenant's compliance with corrective actions for fire and safety conditions identified during the Fire Departments annual fire and safety inspections;
- Processes and monitors 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;
- Prepares various reports and correspondences;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Two years of experience in the preparation and/or verification of marine shipping documents or property management which included enforcement of rental/lease agreements and inspections of property or experience in a closely related field;
- Ability to interface tactfully and courteously with others;
- Ability to communicate effectively both orally and in writing;
- Ability to plan and organize work and keep accurate records;
- Ability to operate a personal computer and applications for word processing, spreadsheets and databases;
- Ability to organize data from a variety of sources and make recommendations;

WHARFINGER (continued)

- Ability to handle multiple tasks in a fast-paced environment;
- Ability to comprehend and interpret technical information;
- 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;

DESIRABLE QUALIFICATIONS:

General knowledge of lease agreements;
Course work in Public Administration, Business Administration, Communication or a related field;

HISTORY:

Revised: 11/2/67

Approval/Adoption Date: 06/21/2000