

MANAGER OF BULK TERMINAL
Job# 6933812

The Port of Corpus Christi Authority of Nueces County, Texas is currently accepting applications for a Manager of Bulk Terminal. This position under the general supervision of the Director of Operations is responsible for and manages the operation and maintenance of the Bulk terminal.

Essential Functions:

1. Reviews operating costs for personnel, maintenance and supplies in conjunction with the Director of Operations.
2. Reviews revenues and makes recommendations for tariff revisions and rate adjustments and recommends rates for those activities not covered by the tariff.
3. Maintains records on all activities to determine effectiveness and efficiency of terminal operations.
4. Maintains knowledge and assures compliance with federal and state regulations for the safe and effective handling of commodities through the facility.
5. Reviews facility programs for personnel safety, loss prevention, housekeeping, environmental regulatory compliance, sanitation, etc. and implements changes as needed.
6. Assists in marketing programs for the facility.
7. Makes Recommendations for procurement of new and modification of existing equipment and facilities.
8. Develops annual operating budget and monitors for conformance.
9. Maintains contact with ship agents and stevedoring firms to insure proper planning and scheduling of personnel and equipment. Additionally, maintains contact with customers to ensure their satisfaction with Port operations.
10. Reviews Port's safety program and works with Port Safety Manager to ensure facility personnel understand and comply with safety policies.
11. Ensure facility compliance with the Port's Environmental Management Systems program along with all federal and state environmental regulations.
12. Monitors the operation of tenants, contractors, vessels, pad operators and stevedores at Bulk Terminal and ensures their compliance with all environmental and safety requirements of the Port.
13. Maintains and keeps updated the Port's Air Quality permits as applicable.
14. Monitors product tonnage limits per year of the various products.
15. Ensures that all tenants lease requirements are met.
16. Monitors aging reports and coordinates with accounting to bring all customers in arrears into compliance with the Port payment policy.

Other:

17. Drives vehicle as necessary to complete assigned duties.
18. Functions in pre or post-disaster preparedness as an essential employee.
19. Performs related duties as assigned.

Additional Physical Factors:

While performing duties employee is regularly required to sit, walk, reach, use hands to finger movements, speak and hear, regularly lift and/or move up to 10 pounds and occasionally required to lift and/or move up to 25 pounds, climb or balance, stoop, kneel, crouch and crawl.

Environmental Factors:

Exposure to adverse weather conditions, risk of electrical shock and occasional fumes and/or airborne particles. Moderate noise levels and moving mechanical parts are present.

Vehicles, Equipment, Technology Used to do the Job:

Use of personal computer, standard office equipment and lightweight highway vehicles.

Minimum Acceptable Qualifications:

High school diploma or equivalent; Bachelor's degree from an accredited college or university in Business Administration or related field; ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, must possess thorough understanding of federal and state regulations governing the safe, environmentally sound and effective handling of commodities through the facility; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public; resourcefulness for devising solutions to complex situations; must possess a valid driver's license; and a minimum of seven years experience in the type of duties outlined above or acceptable experience. This position requires unescorted access to Port facilities regulated by 33CFR105. To gain unescorted access to these facilities, this position requires the employee to be **ELIGIBLE TO OBTAIN** a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514 (TWIC Requirement). Disqualifying background criteria for TWIC are provided in 49CFR1572.

Salary Negotiable

Persons not employed by the Port should apply by contacting Workforce Solutions of the Coastal Bend (361) 882-7491 referencing job order **#6933812** by March 21, 2014. **In Accordance with Workforce Solutions of the Coastal Bend Policies and Procedures, only Veterans may apply during the first 48 hours of this notice. After this notice has been posted for 48 hours, all other qualified individuals may apply.** Current Port employees should apply by submitting an internal application to the Human Resources Department by March 21, 2014. **Applicants must submit the Workforce Solutions of the Coastal Bend Job Detail sheet, Port of Corpus Christi application and all other forms as specified above by March 21, 2014** to the Port of Corpus Christi Authority – Human Resources Department, P.O. Box 1541, Corpus Christi, TX 78403. The Port of Corpus Christi is an Equal Opportunity Employer.