

# PORT FREEPORT, TEXAS



**Title: Director of Operations**

**Class Code: do**  
**Pay Grade: 137**

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

## **General Description**

The purpose of this job/class within the organization is to oversee the operational functions of vessel and cargo operations, heavy lift handling and transits, traffic control, berth allocations, labor relations, Harbor Pilot relations and Harbor User relations.

This job/class formulates long-range goals for the organization, develops policy and position papers oversees / manages assigned department and functional areas and on behalf of the Chief Executive Officer, takes the necessary actions to accomplish the organization's goals and objectives.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

## **Essential Functions:**

- Develops for approval, strategies to accomplish the Port's strategic goals and objectives. Upon approval of strategies formulates and executes plans to achieve desired outcomes.
- Oversees and maintains the functions of the Port including vessel operations, cargo operations, heavy lift handling, truck traffic control, and vessel berth allocations.
- Maintains superior customer service to port customers; anticipates customer needs and resolve issues.
- Oversees the application of the Port Tariff and the invoicing of customers for vessel, cargo, and other related items.



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- Oversees the Port's Safety, Security and Information Technology functions and strategy development. Oversees the Safety Plans of the Port's tenants/stevedores; directs hurricane planning, evacuation and recovery.
- Meets and confers with Port Commission and participates in various committees.
- Attends operational meetings with stevedores, tenants, vessel operators, heavy haulers, and terminals to ensure a safe, efficient and effective Port Operation for all users.
- Oversees the maintenance, productivity and reliability of the Port's Ship to Shore cranes.
- Communicates with executive staff in matters of Port and business development while projecting growth with existing and potential customers.
- Develops and distributes reports regarding tonnage, vessel activity, commodities, and customers; makes a presentation to Commissioners
- Prepares subordinate performance evaluations and provides guidance with respect to employee development and advancement
- Prepares the budget for Port operations and Port maintenance including revenue and expenses as related to Port operations.

## **Additional Duties:**

Serves as Port Liaison for the PCT, PCC, BMAT, USCG, Harbor Pilots, CBP and other federal, state and local issues.

Performs related work as assigned.

Must be willing and available to work overtime outside normal business hours, on weekends and holidays, as needed.

## **Responsibilities, Requirements and Impacts**

## **Data Responsibility:**



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*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

## **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Negotiates, exchanges ideas, information, and opinions with others to formulate policy and programs and arrive jointly at decisions, conclusions or solutions. Directs others by issuing directives and instructions.

## **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

## **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or compute discounts and interest rates.

## **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads scientific, professional and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel



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discussions and speaks extemporaneously on a variety of subjects; writes complex articles, reports, and develops presentations for sophisticated audiences.

## **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for long range goals, planning and methodologies. Decision-making is focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

## **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

## **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

Property Damage & loss of life – **Serious**

Data loss – Moderate

Exposure to legal liability – Moderate

Brand loss - **Serious**

Economic loss – **Serious**

## **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness



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and speed in the use of fingers, hands or limbs on repetitive operation of mechanical machines or tools within moderate tolerances or limits of accuracy.

## **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Establishes methods and procedures for acquiring and handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

## **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves potential exposure from release or other incidents from surrounding industry; Adverse weather conditions - extreme heat and/or cold; Wet or humid conditions; Extreme noise levels, Animals/wildlife; Traffic; Moving machinery.

## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Serves as the head of a department that has primary responsibility for the enforcement of the port-wide safety program as well as public safety laws.

## **Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Bachelor's Degree in Operations Management, business, engineering or closely related field.

Requires ten years of progressively responsible experience in port operations or



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closely related experience.

## **Special Certifications and Licenses:**

First Aid/CPR/AED (American Heart Certifications preferred)  
Requires NIMS Certification in NIMS 200, 300, and 700 Incident Management.  
Requires TWIC and OSHA certification.  
Requires USCG Security Clearance.  
Valid TX State driver's license.  
Valid TWIC certification.  
Must be able to pass a background check.

## **Americans with Disabilities Act Compliance**

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Emergency Management Responsibilities**

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Serves as an essential member of initial response team both pre and post emergency management event.

## **Organization-wide Employee Responsibilities**

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

