

.....
Class Specifications
for

MARINE CARGO SPECIALIST I and II

Series Definition

The classes in this series are responsible for coordinating, monitoring, controlling and/or supervising the efficient and safe movement and stowage of cargo on State wharves, piers and other harbors facilities and for ensuring efficient utilization of these facilities.

Positions in this series are assigned several wharves, piers and stowage areas to assure the scheduled and safe berthing of seagoing vessels, the coordinated off-and-on loading of cargo, and the safe and secure movement and stowage of cargo on harbors property. Positions in this series coordinate operations with those of other agencies, such as United States Customs and Hawaii Plant Quarantine; enforce compliance with pertinent laws, rules and regulations; report irregularities and infractions to Federal authorities and higher level harbors personnel; advise on safety practices; and maintain records for billing of wharfage, demurrage and stowage charges and other purposes.

MARINE CARGO SPECIALIST I

2.088

Distinguishing Characteristics

This class involves responsibility for the day-to-day activities of coordinating, controlling and assuring the expeditious and safe movement, handling and stowage of incoming and outgoing cargo and coordinating traffic movement at terminal areas to prevent undue congestion and delay within assigned harbors areas. A position in this class works under the general supervision of a higher level specialist and within a framework of pertinent Federal and State laws, rules and regulations, and departmental policies.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position.)*

Checks ships' manifests to ascertain cargo space requirements for incoming ships; checks pier facilities for availability and adequacy of cargo space and notifies supervisor of the availability of berth assignment for each ship; monitors the loading and unloading operation of cargo and containers from commercial liners and freighters; enforces adherence to Federal and State regulations on the handling and location of explosives and

other dangerous cargo entering the harbor; enforces fire and safety regulations; checks for and reports on oil spillage; cooperates with representatives of Federal and State agencies such as Customs, Coast Guard, Quarantine Inspection, and others by seeing that cargo is unloaded and stored in the proper bays; reports all major damages to facilities; directs and coordinates cargo traffic movement within the assigned pier and stowage area in order to maintain an even flow of cargo and to keep the area free of congestion; maintains order within the pier; alerts Harbor Enforcement Officer patrol units regarding the need for safeguarding cargo left on the pier for any extended period of time; calculates charges and assesses fees such as wharfage, demurrage and registration fees; maintains records of activities carried on at piers, including ship movements, gross and net tonnages of ships, wharf fees, etc.

Knowledge and Abilities Required

Knowledge of: Ship-to-shore cargo loading and unloading practices and procedures; stowage requirements of various kinds of cargo; arithmetic.

Ability to: Understand and secure compliance with laws, rules and regulations pertaining to the handling and movement of cargo and other waterfront activities; understand general harbors operations and organization; maintain effective working relationships with stevedoring personnel, representatives of Federal and State agencies, representatives of shipping lines and others; keep records and prepare reports.

MARINE CARGO SPECIALIST II

2.090

Distinguishing Characteristics

This class involves responsibility for supervising lower level specialists in directing marine cargo operations in the principal harbors district of the State. Operations are on a 7 days per week, 24-hours per day basis. General supervision is received from a supervisor who has overall responsibility for marine cargo and pier utilization functions.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position.)*

Receives information on ship movements and recommends berthing assignments; schedules, assigns, instructs and reviews the work of subordinate marine cargo specialists involved in expediting the safe handling and smooth flow of cargo movement within

assigned pier areas; receives and reviews daily oral and/or written reports for propriety, completeness and accuracy and prepares and submits preliminary reports on berthing assignments and cargo stowage to the supervisor for review and approval; coordinates utility services requested by user agencies for their ships by controlling and scheduling the use of water and electricity; determines and assigns the berthing of vessels alongside wharves or piers for bunkering, repairing, official visits by government vessels and for the purpose of taking on or discharging cargo; maintains up-to-date charts and other visual displays, disseminating all pertinent information relating to berthing assignments and cargo requirements; evaluates subordinates' work performance; initiates billing charges to user agencies for services performed; performs the work of lower level marine cargo specialists as required.

Knowledge and Abilities Required

Knowledge of: Ship-to-shore loading and unloading practices and procedures; stowage requirements of various kinds of cargo; arithmetic; general harbors operations and organization; principles and practices of supervision.

Ability to: Plan, organize and supervise cargo operations; establish and maintain effective working relationships with stevedoring personnel, representatives of Federal and State agencies, representatives of shipping lines and others; understand and secure compliance with pertinent rules, regulations and policies; prepare operational reports; problem solve and make recommendations.

This is an amendment to the class specifications and a change in title for Marine Cargo Specialist I (formerly Marine Cargo Specialist), which were approved on April 30, 1971.

This is a reinstatement of the class Marine Cargo Specialist II, a change in class code, and an amendment to the class specifications, which were approved on September 5, 1969.

DATE APPROVED: 12/11/12



for BARBARA A. KRIEG
Director of Human Resources Development