

## 8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Performs advanced level duties in the safe and efficient operations of loading or unloading of commodities from railcars, trucks, ships, barges or storage facilities at Bulk Terminal #1 (BT #1), a bulk cargo-handling facility of the Lake Charles Harbor & Terminal District (Port of Lake Charles), as well as operates machinery and mobile equipment used in these operation. BT #1, the District's largest terminal, is located a considerable distance from other District terminals and facilities. It operates 24 hours a day, 7 days per week.

This is a Career Progression Group allocated at the highest level (Bulk Terminal Specialist 3) and may be under filled at any point in the job group. All of the duties of this position will be performed once the experience, as well as other requirements, have been gained. The District shall define and set requirements as related to the activities performed for each level. Below are the general requirements for each class that remain in effect for the duration of employment as a Bulk Terminal Specialist. Generally, the District will hire at the Specialist 1 level unless an advertisement for a higher level has been announced. If the higher level has been announced, individuals with the proper abilities which correlate with the position available may be hired. This requires specific work-related experience obtained through former employment and verification of that experience and/or skill. Training and educational certificates, once verified, will be considered in the hiring process.

Performance of duties for this position requires manual physical labor such as standing, stooping, bending, walking, pushing, pulling, climbing, lifting 30 pounds or more; work outdoors in all types of weather; and work around the waterfront

### **BULK TERMINAL SPECIALIST 3 WS 214**

- 70% Prepares for assigned operations using established procedures and planning unless instructed by supervisors to change from standard policy;  
Understands the purpose and functional use of equipment and takes "ownership" in the assigned task given by supervisors;  
Demonstrates an understanding for the movement of cargo in the loading and unloading of barges or vessels, including draft readings, vessel terminology and safe operating procedures;  
Independently, safely and productively operates, following established procedures, at minimum 2 of the following pieces of equipment: both shiploaders (considered to be 1 piece of equipment), unloader, cherry picker, material handler, conveyor systems, bucket elevators, silos and other equipment used in the movement of bulk cargo from truck scale to shiploader;  
Independently operates roll-over, stacker and reclaimers in an efficient, safe and productive manner following established procedures;  
Operates small mobile equipment;  
Operates other equipment as needed with approval of management;  
Loads and unloads bulk cargo to and from railcars, trucks and vessels;  
Maintains accurate reports

20% Cleans, washes and shovels, as directed, to prepare Port facilities and equipment for operations that include loading or unloading bulk cargo from or to railcars, trucks or vessels;  
Works around and assists in Port operations that involve conveying bulk cargo and operating mobile equipment, heavy industrial machinery, railcars and rail engine;  
Works around waterfront;  
Demonstrates the ability to perform duties in a group or individually as needed;  
Ability to handle unique and unidentified situations with a satisfactory result for all concerned;  
Demonstrates an understanding of District Policy and Management;  
Observes actions of other personnel to assure that safe and productive operation is carried out;  
Immediately notifies management of concerns;  
Stops operation if needed

10% Assists with maintenance and repair of equipment and machinery as directed

Performs other duties as needed or assigned;

Maintains awareness of surroundings and the safety of self and others while performing daily tasks

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## **DUTIES FOR BULK TERMINAL SPECIALIST 2 AND CRITERIA FOR ADVANCEMENT WS 212**

70% Prepares for assigned operations using established procedures and planning unless instructed by supervisors to change from standard policy;  
Understands the purpose and functional use of equipment and takes “ownership” in the assigned task given by supervisors;  
Operates roll-over, stacker and reclaimer in an efficient, safe and productive manner following established procedures;  
Operates small mobile equipment;  
Operates other equipment as needed with approval of management;  
Loads and unloads bulk cargo to and from railcars, trucks and vessels;  
Maintains accurate reports

20% Cleans, washes and shovels, as directed, to prepare Port facilities and equipment for operations that include loading or unloading bulk cargo from or to railcars, trucks or vessels;  
Works around and assists in Port operations that involve conveying bulk cargo and operating mobile equipment, heavy industrial machinery, railcars and rail engine;  
Works around waterfront;  
Demonstrates the ability to perform duties in a group or individually as needed;  
Observes actions of other personnel to assure that safe and productive operation is carried out;  
Immediately notifies management of concerns;  
Stops operation if needed

10% Assists with maintenance and repair of equipment and machinery as directed;

Performs other duties as needed or assigned;

Maintains awareness of surroundings and the safety of self and others while performing daily tasks

*Basis for advancement from Bulk Terminal Specialist 2 to Bulk Terminal Specialist 3, requires an employee to be on permanent status, have at least two years' experience as a Bulk Terminal Specialist 2 at the District's Bulk Terminal, or the equivalent from other employment, to total 3 years, plus satisfactory, safe job performance. He/she must generate adequate production, maintain satisfactory attendance, be cooperative, possess the ability to operate various pieces of Port equipment and demonstrate the desire to advance. He/she must have an overall rating of "Successful," or above on the last performance rating.*

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## **DUTIES FOR BULK TERMINAL SPECIALIST 1 AND CRITERIA FOR ADVANCEMENT WS 210**

- 50% Cleans, washes and shovels, as directed, to prepare Port facilities and equipment for operations that include loading or unloading bulk cargo from or to railcars, trucks or vessels
- 40% Works around and assists in operations that involve conveying bulk cargo, operating mobile equipment, heavy industrial machinery, railcars and rail engine;  
Becomes familiar with Port operations, equipment and machinery;  
Operates equipment and machinery as needed with approval of management;  
Works around waterfront
- 10% Assists with maintenance and repair of equipment and machinery as directed;

Performs other duties as needed or assigned;

Maintains awareness of surroundings and the safety of self and others while performing daily tasks

*Basis for advancement from Bulk Terminal Specialist 1 to Bulk Terminal Specialist 2, requires an employee to be on permanent status, have at least one year of experience at the District's Bulk Terminal, or the equivalent from other employment, plus satisfactory, safe job performance. He/she must generate adequate production, maintain satisfactory attendance, be cooperative, possess the ability to operate various pieces of Port equipment and demonstrate the desire to advance. He/she must have an overall rating of "Successful," or above on the last performance rating.*