



PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™

Chief Port Operations Officer

PORT HOUSTON

JOB DESCRIPTION

Department: Chief Port Operations Officer Administration
Reports To: Chief Operating Officer

Position Summary:

Oversees all cargo movements through Barbour's Cut Terminal and Bayport Terminal container handling facilities, the General Cargo Terminals, the use of Port Houston's land inside of restricted areas, and oversight of Port Houston's equipment and facility maintenance activities.

Key Responsibilities/Duties:

- Recruit, select, train, coach, counsel, and manage the four (4) directors for the container terminals, general cargo facilities, maintenance, and operations technology
- Develop oversight strategies and operational vision with the directors to ensure facilities, service standards, budget, and hiring/personnel are being managed to meet Port Houston's goals and standards
- Review performance of facilities including throughput, service, revenues, expenses, customers, commodities, budget, and other key performance indicators
- Collaborate with executive staff and multiple departments to ensure daily goals, as well as, the strategic plan are achieved; areas include growth of business, safety, security, environmental, channel development, infrastructure, planning, engineering, legal, and human resources
- Work with Real Estate and Trade Development departments to ensure maximum throughput through Port Houston facilities
- Ensure necessary items for the division are presented to the Port Commission for approval at its monthly meeting
- Provide direction for master planning and development of facilities and technology
- Maintain Port Houston tariffs/contracts for pricing and operating procedures
- Develop sound relationships with customers, labor, facility users, employees, and other stakeholders
- Responsible for the technology and application software in use at the container terminals and multipurpose facilities.
- Develop and implement policies, plans, programs, and procedures to maintain the highest levels of service to all employees, Port Houston customers and facility users
- Identify, develop and apply innovative practices and continuous improvements to



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- ensure that Port Houston remains at the forefront of global port operations
- Lead all operations and maintenance activities to achieve maximum efficiency and profitability, consistent with the delivery of competitive cost and service advantages to all Port Houston customer groups
 - Maintain ongoing dialog and positive relationships with all customer groups, ocean shipping lines, shippers, forwarders, truck lines, and stevedores to ensure cooperative and collaborative approaches to the consistent delivery of high levels of customer service
 - Develop and implement rules, regulations and policies to ensure Port operations are conducted consistent with global industry best practices, and compliance is maintained with all applicable codes and regulations
 - Work closely with the Chief Infrastructure Officer, coordination of all infrastructure and capital improvements required to support the development, operation and maintenance of Port Houston terminals and facilities
 - Act as steward of Port Houston resources and ensures effective control of Port Operations budgets
 - Participate as a member of the Port Houston senior management team, to include leadership of initiatives to support achievement of the Port Houston Strategic Plan, development of assigned staff, and promotion of a positive organizational culture
 - Act in accordance with Port Houston core values (respect, excellence, accountability, diligence, and you)
 - Perform other duties, as required

Education/Experience:

- Bachelor's degree in Business Administration, Maritime Administration, Economics, or related major in a public or accredited private academic institution required
- Master's degree preferred
- 10+ years of related maritime or port related experience required
- Previous supervisory or executive experience required

Knowledge, Skills, Abilities and Behaviors:

- Knowledge of maritime operations and cargo hauling equipment
- Knowledge of Port Houston standards
- Knowledge of contracts and tariffs
- Knowledge of marketing and promotion strategies
- Knowledge of labor relations
- Attention to details and effective organizational skills
- Strong decision-making, problem-solving and analytical skills



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- Effective communication and interpersonal skills with all levels of employees, management, and customers
- Tactical critical thinking skills
- Project management skills
- Negotiation skills
- Ability to work independently

Key Competencies Required:

- Effective Communication
- Energy and Enthusiasm
- Leadership Presence
- Manages Conflict
- Promotes Business Partnerships
- Safety

Working Conditions:

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Heavy equipment environment (near moving vehicles)	X		
Construction site	X		
Confined space	X		
Warehouse environment	X		
Shop environment	X		
Emergency Response situation	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)	X		
Extreme heat (above 100 degrees)	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

Physical Demands:

Light Work – Exerts up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or



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leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.