

Port of Indiana seeks F-T Operations Manager. Duties include coordination of maritime activity, construction project oversight, supervising maintenance department and various administrative duties.

#### Port of Indiana Operations Manager - Job Description

- Plans, organizes and directs the scheduling, stationing, berthing and regulation of vessels at docks, slips and piers and the assignment of storage areas to provide optimal usage of facilities (10%).
- Provides oversight of Port Maintenance Department and assists in the field as necessary (15%).
- Reviews incoming invoices generated by Port and Port-owned facilities pertaining to maintenance, utilities, vendors, services and supplies and reports status to Port Director (5%).
- Reviews required reports, statistical summaries, including periodic cargo and shipping reports and vessel arrival and departure reports (5%).
- Acts as liaison with terminal operators, vendors, ship/barge lines, stevedores, tug/tow boat operators and others involved with harbor and terminal operations (15%).
- Conducts daily physical inspection of operations and facilities, making a report of maintenance needs and safety hazards and witnesses damage claims to determine responsible parties (15%).
- Assists Port Director with enforcement and updating of port tariff, rules and regulations (5%).
- Works with Port Engineering Department to oversee construction projects occurring at the Port (10%).
- Serves as supervisor of Port personnel and primary liaison with Central Office in absence of the Port Director (5%).
- Provides basic IT support as needed (5%).
- Performs other misc. duties as assigned by the Port Director (10%).

**Interested candidates can send their resume to Jen Rachau @ [jrachau@portsofindiana.com](mailto:jrachau@portsofindiana.com).**