

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, GU 96925

February 7, 2012

**MEMORANDUM**

TO: Division Heads  
FROM: General Manager  
SUBJECT: Proposed Creation of Positions – Assistant Maintenance Manager and Assistant Operations Manager

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The Board of Directors at their meeting of January 26, 2012 authorized management to begin the process to create the Assistant Maintenance Manager and Assistant Operations Manager positions in the classified service.

To provide you with an opportunity to submit your inputs on the proposed position, we have posted the request to create the proposed positions on the Port's website, under "*Community, Public Notices & Events – News Release and Announcements*" for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than February 22, 2012.

Should you have any questions regarding the request, please feel free to contact the Human Resources Division.

  
PEDRO A. LEON GUERRERO, JR.

Cc: Corporate Services Manager  
Personnel Services Administrator

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

January 23, 2012

**MEMORANDUM**

TO: Board of Directors

FROM: General Manager

SUBJECT: Request for Creation of Positions – Assistant Maintenance Manager & Assistant Operations Manager

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According to Title 4, Guam Code Annotated (GCA), Section 6303(d), the Port has the authority to create positions in the classified service provided the following are included in the request:

1. Justification for the new position;
2. The essential details concerning the creation of position;
3. An analysis of the similarities and differences between the position to be created and positions listed pursuant to Title 4, GCA, Section 4101.1(d);
4. The position description
5. The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and
6. A fiscal note as that term is described in Title 2, GCA, Section 9101 and any other pertinent information.

The positions may be established only if the following requirements are met:

1. The request for creation is posted on the Port's website for 10 days;
2. Notices of the postings are provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.
3. The creation of position documents are available to the public under the Sunshine Act;
4. The Board approves such request by resolution at a scheduled meeting;
5. The request and Board resolution is filed for record with Director of Administration and Legislative Secretary.

Upon meeting the above requirements, the Port can fill the position once 30 days have elapsed from the date of filing with the Legislative Secretary. However, if the Port does not comply with the requirements, such creation of position shall be voided.

To ensure that transparency and disclosure is provided to all parties concerned, the following processes and estimated timeframes are to be followed:


SUBJECT: Request for Creation of Positions – Assistant Maintenance Manager & Assistant Operations Manager

Page 2

Processes	Estimated Timeframe
Request to be submitted to the Board for their initial review and approval to proceed with the creation of position, i.e., posting such request on the Port's website.	January 26, 2012
If the Board agrees to proceed with the creation, the request will be transmitted to the division heads for review and comments.	January 27, 2012
Posting of proposed creation of positions on Port's website	January 27, 2012 to February 10, 2012
Notification to be provided to the electronic and written media outlets of the Port's request, its availability on the website; and possible Board meeting date the request may be approved.	January 27, 2012
Request to be resubmitted to the Board for final approval and adoption by resolution.	February 23, 2012
Creation of position documents to be transmitted to Director of Administration and Legislative Secretary	February 27, 2012
Process job announcement	March 29, 2012

In light of the above, we are transmitting our request to create the Assistant Maintenance Manager and Assistant Operations Manager positions in the classified service for your initial review and ask your kind approval to begin the creation of position process.

Your kind approval of the above is greatly appreciated.



PEDRO A. LEON GUERRERO, JR.

Attachments

Cc: Corporate Services Manager  
Personnel Services Manager

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

January 4, 2012

**INTER-OFFICE MEMORANDUM**

TO: Personnel Services Administrator  
FROM: General Manager  
SUBJECT: Creation of Positions

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Within the next couple of months, the Port will be embarking on a major renovation and enhancement of its facilities to prepare for the demands of cargo movement as a result of the anticipated relocation of the Marine Expeditionary Force personnel and their dependents from Okinawa to Guam. The demands for cargo movement during base construction, increased military and local population after construction, and future organic growth in the region (of which the Port services) are expected to put considerable demands on the Port facilities, which has been determined cannot be supported in its current condition and configuration. The Port will immediately begin the facility modernization and improvements needed to meet the demands in an acceptable environmentally safe and efficient manner once the program elements have been agreed upon between the Port and U.S. Maritime Administration (MARAD), who is the federal lead agency for the Port Modernization Program. As the Port moves forward its capital improvements, it must operate in a profitable and efficient manner during the years of the build-up.

The modernization program will consist of two (2) phases. The first phase (1A) will encompass the acquisition of new cargo handling equipment, information technology systems, the renovation and demolition of new or existing buildings, expansion of the Port's yard and other infrastructure improvements. The second phase (1B) is estimated to begin in 2013 and work will be emphasized on the structural refurbishment of existing docks. Berths F4 and F6 were built and placed in service in the 1960s. The 1993 earthquake severely damaged sections of the wharf structure. Based on preliminary assessments, it is clear that time has taken its toll on the other berths. They are badly deteriorated and corroded, which such conditions are expected considering the harsh environment and lack of protection provided to these structures. The physical conditions of F4 and F6 are incapable of dealing with the projected increases in both breakbulk and containerized cargo associated with the military build-up.

SUBJECT: Creation of Positions  
Page 2

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In addition to the above phases, the Port would need to invest in a Maintenance and Replacement Capital Program to preserve its facilities and replace gaining equipment as necessary. From a sustainable operations perspective, there will be increased wear and tear to the Port facilities as cargo volumes increase.

When the program begins in full force, the Maintenance Manager and Operations Manager will serve as point of contacts with our stakeholders to ensure that the services provided to our customers while the Port's facilities are being expanded and configured services continue to operate efficiently and smoothly, with minimal delays, especially during the construction period.

As such, you are requested to prepare the necessary creation of position documents for the Assistant Maintenance Manager and Assistant Operations Manager.

Reviewing the Fiscal Year 2012 Budget, the full-time equivalencies to be converted for these new positions will be the Assistant Harbor Master and Assistant Port Police Chief.

Your cooperation on the above is appreciated.

  
PEDRO A. LEON GUERRERO, JR.

Cc: Deputy General Manager  
Corporate Services Manager

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

Prepared by: Human Resources Office  
Date: January 23, 2012

**STAFF REPORT**

**CREATION OF POSITION – ASSISTANT OPERATIONS MANAGER  
POSITION**

**REQUEST:**

The General Manager requested that Human Resources Division review the Port's current organizational structure and establish an Assistant Operations Manager position.

**AUTHORITY**

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation fo New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, Guam Code Annotated (GCA), the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
  1. *The justification for the new position;*
  2. *The essential details concerning the creation of the position;*
  3. *The analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
  4. *The position description;*
  5. *The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
  6. *A fiscal note as that term is described in Title 2, GCA, Section 9101 et seq.; and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted.) After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303.1(a) to the Board, who if they approved the same, shall approve the petition by resolution and file the petition*

Staff Report – Creation of Position  
Assistant Operations Manager

*and resolution for record with the Director of Administration and the Legislative Secretary.*

- D. No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filling with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Position or Classes of Positions*, states:

- A. Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. The petition required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

**References of Compliance:**

2 GCA §9101, Restrictions Against Unfunded Appropriations, *“All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available...”*

4 GCA §4105(a) Departmental Rules, *“Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments and by the Director of Administration as to all other Executive Branch employment.”*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *“The Director of Administration shall perform the following functions...(d) maintain, post and keep current on the Department’s website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the description and pay range assigned to each position...”*

4 GCA §6301. Compensation Policy.

- "(1) Employee compensation shall be based on internal equity and external competitiveness.*
- (2) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (3) Internal equity shall be reviewed annual and external competitiveness at least every three (3) years.*
- (4) Compensation structures and administration policies should also recognized and reward individual employees commensurate with performance.*
- (5) All aspects of compensation (base salaries, benefits, pay differentials and other factors) will be considered as a total reward and incentive packages for employees and shall be consistent and uniformly administered by the government.*
- (6) A program of ongoing communications and training shall be a critical component of compensation administration.*

**JUSTIFICATION:**

The Port facilities have remained largely unchanged since its construction in 1969, with the exception of the repair of F-5 in 1999. The modernization program of the Port is long overdue. With many areas near capacity, congested or unusable, the expansion of Port facilities and equipment upgrades will enable the Port to improve operational efficiencies and maximize Port capacity.

Within the next couple of months, the Port will be embarking on a major renovation and enhancement of its facilities to prepare for the demands of cargo movement as a result of the anticipated relocation of the Marine Expeditionary Force personnel and their dependents from Okinawa to Guam. The demands for cargo movement during base construction, increased military and local population after construction, and future organic growth in the region (of which the Port services) are expected to put considerable demands on the Port facilities, which has been determined cannot be supported in its current condition and configuration. The Port will immediately begin the facility modernization and improvements needed to meet the demands in an acceptable environmentally safe and efficient manner once the program elements have been agreed upon between the Port and U.S. Maritime Administration (MARAD), who is the federal lead agency for the Port Modernization Program. As the Port moves forward its capital improvements, it must operate in a profitable and efficient manner during the years of the build-up.

The modernization program will consist of two (2) phases. The first phase (1A) will encompass the acquisition of new cargo handling equipment, information technology systems, the renovation and demolition of new or existing buildings, expansion of the Port's yard and other infrastructure improvements. The second phase (1B) is estimated to begin in 2013 and work will be emphasized on the structural refurbishment of existing docks. Berths F4 and F6 were built and placed in service in the 1960s. The 1993



Staff Report – Creation of Position  
Assistant Operations Manager

earthquake severely damaged sections of the wharf structure. Based on preliminary assessments, it is clear that time has taken its toll on the other berths. They are badly deteriorated and corroded, which such conditions are expected considering the harsh environment and lack of protection provided to these structures. The physical conditions of F4 and F6 are incapable of dealing with the projected increases in both breakbulk and containerized cargo associated with the military build-up.

In addition to the above phases, the Port would need to invest in a Maintenance and Replacement Capital Program to preserve its facilities and replace gaining equipment as necessary. From a sustainable operations perspective, there will be increased wear and tear to the Port facilities as cargo volumes increase.

The Operations Manager is responsible for the administration of programs and activities of the Operations Department, which consist of the Stevedoring, Transportation and Terminal divisions. He will serve as the one of the point of contacts with our stakeholders as the Port embarks in ensuring that the services provided to our customers while the Port's facilities are being expanded and reconfigured in order to operate efficiently and smoothly, with minimal delays, especially, during the construction period.

To assist the Operations Manager in the day-to-day operations, the Board has determined the need to establish an Assistant Operations Manager position to allow the Operations Manager to focus on coordinating the components of the modernization program with our stakeholders.

The Assistant Operations Manager will be responsible for assisting the Operations Manager with the administration of the programs and activities of the Operations Department. This position will also perform the duties of the Operations Manager in his absence.

### **METHODOLOGY**

The Human Resources staff, together with the Classification & Compensation Consultant, reviewed the duties and responsibilities of the proposed Assistant Operations Manager positions using the job evaluation methodology as outlined in the Port's Personnel Rules and Regulations.

The evaluation is a systematic process of assessing the relative size and importance of maritime positions unique to Port operations and certified, technical and professional positions in the Port. The evaluation provides a structured approach to assessing the relative work of each position and used measurement factors universally applicable across all sectors of industry, commerce and government. The positions were evaluated on the basis of twelve (12) measurement factors. Each factor indicates a point rating and the sum of all points represents the total "points" value for the job.

Staff Report -- Creation of Position  
Assistant Operations Manager

The twelve (12) factors consistent with the Methodology of Position Classification and Salary Administration Guidelines are: education, experience, complexity, scope of work, problem-solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relation skills/contact, authorized exercised and supervisor/managerial responsibility.

**CLASSIFICATION REVIEW**

The Assistant Operations Manager position will be responsible for assisting the Operations Manager with the programs and activities of the Operations Department. The position will assume the duties of Operations Manager in his absence.

The position requires knowledge of:

- Comprehensive specific technical knowledge of major functions of the marine terminal and cargo handling operations, including local and federal rules and regulations.

Knowledge of:

- modern management and financial principles and practices;
- functional expertise associated with the Authority's mission.

The position requires the ability to:

- provide strong leadership skills;
- direct superintendents and other subordinate staff engaged in diverse actions;
- exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized proposals with difficult, complicated choices of action;
- make recommendations and present them effectively to management, board, committees, agencies or the public;
- apply the principles and practices of public administration, financial and personnel management;
- clearly interpret all applicable laws, mandates and codes;
- direct research, survey technical and statistical methods;
- communicate effectively with subordinates, other government employees, and general public; and
- provide guidance to superintendents in a calm, effective manner during crisis situations.

The position reports to the Operations Manager.

Staff Report – Creation of Position  
Assistant Operations Manager

Guidelines to be used by this position include established laws, agency/division policies and the principles, methods, practices and techniques involved in a marine terminal and cargo handling operations.

The experience and training of the position requires five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operation or planning of a maritime operations management, to include three (3) years as a direct supervisor responsible for direction and evaluation of staff. The minimum educational requirement of the position would be possession of a high school diploma or successful completion of a General Education Development (GED) Test.

The proposed position will be supervising the daily activities of the Stevedoring Superintendent, Terminal Superintendent, Transportation Superintendent, Planner and Administrative Officer.

The job evaluation points process (Stage 1) is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. This was provided and reviewed by our consultant.

Additionally, the market data comparison (Stage 2) was gathered but not limited to resources in state, local government, private sector, including other Port nation-wide to provide compensation and benefits data specific to the port industry. This data is used to determine market percentile for this position.

The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing revealed that there are no positions established that are closely associated with the proposed Assistant Operations Manager position.

As such, it is recommended that the Assistant Operations Manager position be established under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

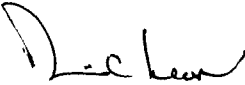
Staff Report – Creation of Position  
Assistant Operations Manager

**RECOMMENDATION:**

Based on the above and attached documents, it is recommended that the Board of Directors approve the creation of the Assistant Operations Manager position and resultant pay grade allocation at the pay grade indicated above in the classified service.

  
FRANCINE T. ROCIO  
Personnel Services Administrator

CONCURRED:

  
VIVIAN C. LEON  
Corporate Services Manager

**JOB EVALUATION**  
**For**  
**Assistant Operations Manager**

Factors	Points	Comments
Education	I 132	Requires e.g., 4-5 years high schooling plus highly technical training or advanced practical courses of study at a more advanced level. Training relates to and emphasizes specific technical training towards a specific trade or professional rather than generalized management training.
Experience	J 152	Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization, e.g., 8-10 years+ experience.
Complexity	D 55 284 (156.2)	Involved – Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 (56.8)	Managerial – Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 132	Complex – Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act; Supervision Received	E 115	Guidance- Jobholder is expected to work with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B1 16	Work usually performed indoors in favorable working conditions with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.
Physical Demands	A1 22	Work is performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Demands	D2 76	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars (70,001-100,000)
Human Relations Skills; Contacts	E3 76	Sensitive/Responsive – extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	G2 152	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2M - \$20M
Supervisory & Managerial Responsibility	E2 76	Has full supervisory/managerial responsibility for 100-299 staff.
<b>TOTAL POINTS</b>	<b>1162</b>	

**PAY GRADE ALLOCATION**

Minimum	Maximum
N 6 A \$75,720.00	N 9 D \$85,586.00

## ASSISTANT OPERATIONS MANAGER

### NATURE OF WORK:

Assists the Operations Manager in his duties in directing the programs, projects, activities and operations involved in the operation of cargo handling equipment, receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses, and providing vessel operations with the necessary manpower assists with the overall management of activities of the Operations Department

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not include all the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Assists in the direction, planning and management of services of the Operations Department; implements and/or manages administrative and operational objectives and/or project as; as assigned; assists the Operations Manager and acts in the latter's absence.

Analyzes staffing requirements and workload distribution; develops and implements staffing plan to optimize the performance of each work unit within a division.

Assists in formulating the department's wide annual budget; assists in identifying budget priorities; prepares and monitors department's budget.

Analyzes operations to improve productivity within a division.

Communicates and implements safety rules, policies and procedures in support of the Authority's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees.

Represents the Port and/or the department before Board, federal and local regulatory agencies, community meetings and/or professional conferences; maintains good relations with above mentioned groups.

Assists with strategic planning by developing and implementing long and short-term goals for a program area.

Makes independent important decisions involving the operations and management and the allocation of resources for a divisional organizational unit.

May plan, direct and coordinate work during emergencies.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Comprehensive specific technical knowledge of major functions of the marine terminal and cargo handling operations, including local and federal rules and regulations.

Knowledge of:

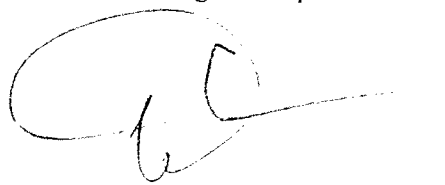
- modern management and financial principles and practices;
- functional expertise associated with the Authority's mission.

Ability to:

- provide strong leadership skills;
- direct superintendents and other subordinate staff engaged in diverse actions;
- exercise administrative ingenuity, independent analysis, adaptability and judgement on highly specialized proposals with difficult, complicated choices of action;
- make recommendations and present them effectively to management, board, committees, agencies or the public;
- apply the principles and practices of public administration, financial and personnel management;
- clearly interpret all applicable laws, mandates and codes;
- direct research, survey technical and statistical methods;
- communicate effectively with subordinates, other government employees, and general public; and
- provide guidance to superintendents in a calm, effective manner during crisis situations.

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) Five years verifiable progressively responsible experience overseeing or performing functions in an effective program in administration operations and planning or maritime operations management, to include three (3) years as a direct supervisor responsible for direction and evaluation of staff; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.



DANIEL J. TYDINGCO  
Chairman, Board of Directors

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	ASSISTANT PORT OPERATIONS MANAGER
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	John B. Santos
<b>TITLE OF DIRECT SUPERVISOR</b>	Operations Manager
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Operations
<b>DEPARTMENT</b>	
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	
<b>PAY GRADE</b>	
<b>POSITION DESCRIPTION (Reviewed)</b>	



**2.0 DESCRIPTION OF DUTIES**

Assists the Operations Manager in his duties in directing the programs, projects, activities and operations involved in the operation of cargo handling equipment, receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses, and providing vessel operations with the necessary manpower assists with the overall management of activities of the Operations Department

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	
20%	Assists in the direction, planning and management of services of the Operations Department; implements and/or manages administrative and operational objectives and/or project as; as assigned; assists the Operations Manager and acts in the latter's absence
20%	Analyzes operations to improve productivity within a division.
20%	Analyzes staffing requirements and workload distribution; develops and implements staffing plan to optimize the performance of each work unit within a division.
10%	Makes independent important decisions involving the operations and management and the allocation of resources for a divisional organizational unit.
5%	Assists in formulating the department's wide annual budget; assists in identifying budget priorities; prepares and monitors department's budget.
5%	Assists with strategic planning by developing and implementing long and short-term goals for a program area.
10%	Communicates and implements safety rules, policies and procedures in support of the Authority's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees.
10%	Represents the Port and/or the department before Board, federal and local regulatory agencies, community meetings and/or professional conferences; maintains good relations with above mentioned groups.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities
	Prepares special reports and analyses.
	Performs special projects and other related duties as assigned.

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

Port Divisions,  
 Shipping Agents, Trucking Companies and Vendors  
 Federal and Local Government Agencies and Departments

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
X	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.)
	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Stevedoring Superintendent	Administers the operations, programs and activities involved in providing vessel operations with the necessary manpower
1	Transportation Superintendent	Administers the programs, projects and activities involved in the operation of cargo handling equipment

1	Terminal Superintendent	Administers the programs, projects and activities involved with receiving, recording, storage, transfer, consignment and accountability of containerized and breakbulk cargo
1	Administrative Officer	Provides administrative support to the Operations Department

### 6.0 EQUIPMENT

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
80	PC or Word processor
10	Calculator
10	Copying and scanning machine

### 7.0 JOB REQUIREMENTS

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

Comprehensive specific technical knowledge of major functions of the marine terminal and cargo handling operations, including local and federal rules and regulations.

Knowledge of:

- modern management and financial principles and practices;
- functional expertise associated with the Authority's mission.

Ability to:

- provide strong leadership skills;
- direct superintendents and other subordinate staff engaged in diverse actions;
- exercise administrative ingenuity, independent analysis, adaptability and judgement on highly specialized proposals with difficult, complicated choices of action;
- make recommendations and present them effectively to management, board, committees, agencies or the public;
- apply the principles and practices of public administration, financial and personnel management;
- clearly interpret all applicable laws, mandates and codes;
- direct research, survey technical and statistical methods;
- communicate effectively with subordinates, other government employees, and general public; and
- provide guidance to superintendents in a clear, effective manner during crisis situations.

### 7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

Comprehensive specific technical knowledge of major functions of the marine terminal and cargo handling operations, including local and federal rules and regulations.

Knowledge of:

- modern management and financial principles and practices;
- functional expertise associated with the Authority's mission.

### 7.1.1 WORK EXPERIENCE

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months

	Years	Months

c) Specialized Years    Months

	Years	Months

d) Supervisor / Management Years    Months

	Years	Months
Experience overseeing or performing functions in an effective program in administration operations and planning or maritime operations management	5	
Experience as a direct supervisor responsible for direction and evaluation of staff	3	

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years    Months

	Years	Months

### 7.1.2 FORMAL EDUCATION OR TRAINING

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years:

High School Graduation - GED

Vocational / Technical School. Detail below the specific training that is required by this position :


Some College. Show number of  Semester Hours, or  
 Quarter Hours

Detail below specific courses required by the essential functions of this position :


College Degree. Show major area of study required :

Associates :	
Bachelors :	Business or Public Administration, or related field
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions :

Skill in writing reports and correspondence.
Skill in managing properties and budget.
Skill to accurately perform mathematical computations.

**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
X	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
X	Lifting	Employee is required to raise or lower objects from one level to another regularly.
X	Pulling and/or Pushing	The job requires exerting force up to <u>  15  </u> pounds on a regular basis to move the object to or away from the employee.
X	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
X	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
X	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and

		move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below
X	Writing	The Employee is regularly required to use the hands to write with pen, pencil, markers, etc.

Describe any other physical job requirements below :


### 7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


### 7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- 50 Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 50 Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

### 7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- 50 Air contamination (i.e. dust, fumes, smoke, toxic conditions, disagreeable odours).

- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:

Boxes, Parts and Supplies, Small tools, small furniture

- Heat. Describe source and degree of high temperature.

- Cold. Describe source and degree of cold temperature:

- Other hazards. Describe:

**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

- Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours -- Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily. Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular - Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

[Empty rectangular box]

Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

[Empty rectangular box]

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

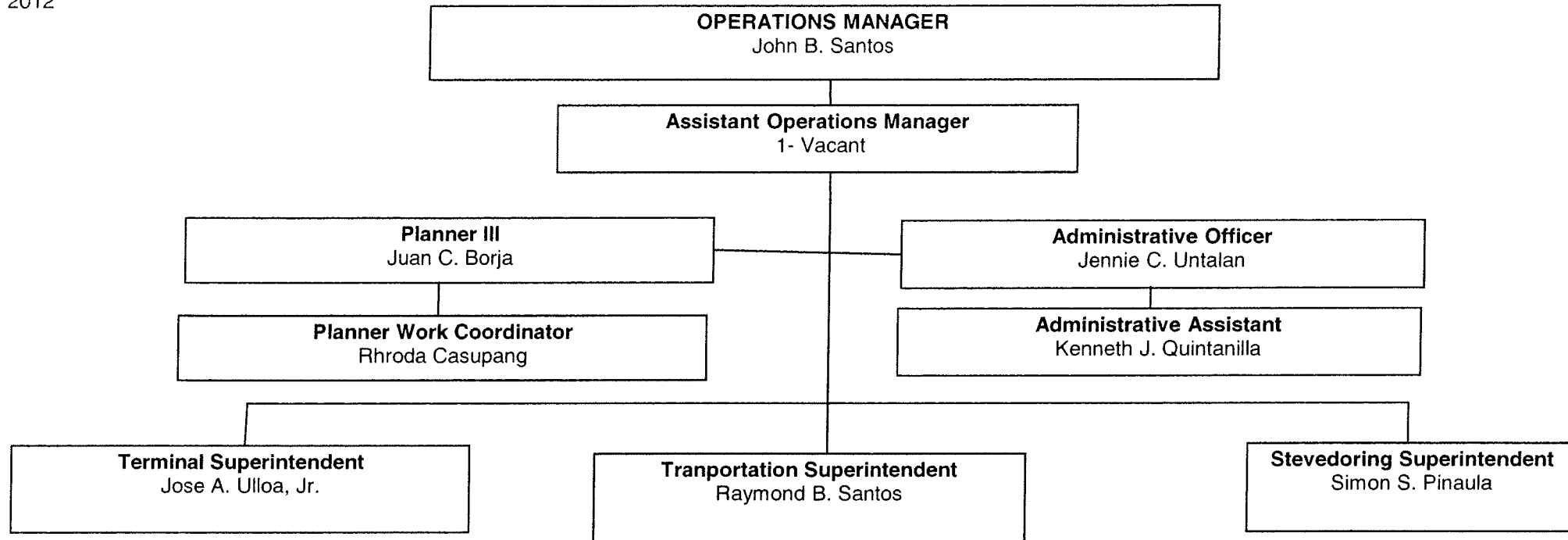
\_\_\_\_\_  
Date



PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commerical Port  
FISCAL YEAR 2011 ORGANIZATIONAL CHART

**OPERATIONS**

January 24, 2012



PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

Prepared by: Human Resources Office  
Date: January 23, 2012

**STAFF REPORT**

**CREATION OF POSITION – ASSISTANT MAINTENANCE MANAGER  
POSITION**

**REQUEST:**

The General Manager requested that Human Resources Division review the Port's current organizational structure and establish an Assistant Maintenance Manager position.

**AUTHORITY**

Public Law 30-43 adopted the Port's Personnel Rules and Regulations which authorizes the Board of Directors to create positions in the classified service. Rule 5.015, *Creation for New Positions and Classes of Positions*, of the Personnel Rules and Regulations stipulates:

- A. *Pursuant to Section 6303(d), Title 4, Guam Code Annotated (GCA), the General Manager shall petition the Board to create new positions or classes of positions when necessary for the efficient performance of duties and functions of the Port.*
- B. *The petition shall include:*
  1. *The justification for the new position;*
  2. *The essential details concerning the creation of the position;*
  3. *The analysis of the similarities and differences between the position to be created and the positions listed pursuant to Title 4, GCA, Section 4101.1(d);*
  4. *The position description;*
  5. *The proposed pay range and demonstration of compliance with Section 6301 of Title 4, GCA; and*
  6. *A fiscal note as that term is described in Title 2, GCA, Section 9101 et seq.; and any other pertinent information.*
- C. *The petition shall be posted on the Port's website for ten (10) days (Saturdays, Sundays and Government of Guam holidays excepted.) After the posting, the General Manager shall forward the petition, along with evidence of his compliance with Title 5, GCA, Section 6303 to the Board who if they*

Staff Report - Creation of Position  
Assistant Maintenance Manager

*approved the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*

- D. No new position may be filled until after compliance of the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.*

In line with this Rule 5.016, *Transparency and Disclosure of Creation of New Position or Classes of Positions*, states:

- A. Prompt notice of the postings required by Title 4, GCA, Sections 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.*
- B. The petition required by Title 4, GCA, Sections 6205 and 6303 are public documents for the purposes of Title 5, GCA, Chapter 10, Article 1 (The Sunshine Law).*
- C. Any attempted creation of a position or above-step recruitment are not in compliance with provisions of Title 4, GCA, Sections 6205, 6303 and 6303.1(a) are void.*

**References of Compliance:**

2 GCA §9101, Restrictions Against Unfunded Appropriations, *"All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available..."*

4 GCA §4105(a) Departmental Rules, *"Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the...Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments and by the Director of Administration as to all other Executive Branch employment."*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *"The Director of Administration shall perform the following functions...(d) maintain, post and keep current on the Department's website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the description and pay range assigned to each position..."*

Staff Report – Creation of Position  
Assistant Maintenance Manager

4 GCA §6301. Compensation Policy.

- “(1) Employee compensation shall be based on internal equity and external competitiveness.*
- (2) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (3) Internal equity shall be reviewed annual and external competitiveness at least every three (3) years.*
- (4) Compensation structures and administration policies should also recognized and reward individual employees commensurate with performance.*
- (5) All aspects of compensation (base salaries, benefits, pay differentials and other factors) will be considered as a total reward and incentive packages for employees and shall be consistent and uniformly administered by the government.*
- (6) A program of ongoing communications and training shall be a critical component of compensation administration.*

**JUSTIFICATION:**

The Port facilities have remained largely unchanged since its construction in 1969, with the exception of the repair of F-5 in 1999. The modernization program of the Port is long overdue. With many areas near capacity, congested or unusable, the expansion of Port facilities and equipment upgrades will enable the Port to improve operational efficiencies and maximize Port capacity.

Within the next couple of months, the Port will be embarking on a major renovation and enhancement of its facilities to prepare for the demands of cargo movement as a result of the anticipated relocation of the Marine Expeditionary Force personnel and their dependents from Okinawa to Guam. The demands for cargo movement during base construction, increased military and local population after construction, and future organic growth in the region (of which the Port services) are expected to put considerable demands on the Port facilities, which has been determined cannot be supported in its current condition and configuration. The Port will immediately begin the facility modernization and improvements needed to meet the demands in an acceptable environmentally safe and efficient manner once the program elements have been agreed upon between the Port and U.S. Maritime Administration (MARAD), who is the federal lead agency for the Port Modernization Program. As the Port moves forward its capital improvements, it must operate in a profitable and efficient manner during the years of the build-up.

The modernization program will consist of two (2) phases. The first phase (1A) will encompass the acquisition of new cargo handling equipment, information technology systems, the renovation and demolition of new or existing buildings, expansion of the Port's yard and other infrastructure improvements. The second phase (1B) is estimated to begin in 2013 and work will be emphasized on the structural refurbishment of existing docks. Berths F4 and F6 were built and placed in service in the 1960s. The 1993

Staff Report – Creation of Position  
Assistant Maintenance Manager

earthquake severely damaged sections of the wharf structure. Based on preliminary assessments, it is clear that time has taken its toll on the other berths. They are badly deteriorated and corroded, which such conditions are expected considering the harsh environment and lack of protection provided to these structures. The physical conditions of F4 and F6 are incapable of dealing with the projected increases in both breakbulk and containerized cargo associated with the military build-up.

In addition to the above phases, the Port would need to invest in a Maintenance and Replacement Capital Program to preserve its facilities and replace gaining equipment as necessary. From a sustainable operations perspective, there will be increased wear and tear to the Port facilities as cargo volumes increase.

The Maintenance Manager is responsible for the administration of programs and activities of the Maintenance Department, which consist of the Equipment Maintenance and Facility Maintenance Division.

The Maintenance Manager will serve as the point of contact with our stakeholders to ensure that the Port facilities are expanded, reconfigured and new cargo handling equipment are added to in order to operate efficiently, especially, during the construction period.

To assist the Maintenance Manager in the day-to-day operations, the Board has determined the need to establish an Assistant Maintenance Manager position to allow the Maintenance Manager to focus on coordinating the components of the modernization program with our stakeholders.

The Assistant Maintenance Manager will be responsible for assisting the Maintenance Manager with the administration of the programs and activities of the Maintenance Department. This position will also perform the duties of the Maintenance Manager in his absence.

## **METHODOLOGY**

The Human Resources staff, together with the Classification & Compensation Consultant, reviewed the duties and responsibilities of the proposed Assistant Maintenance Manager positions using the job evaluation methodology as outlined in the Port's Personnel Rules and Regulations.

The evaluation is a systematic process of assessing the relative size and importance of maritime positions unique to Port operations and certified, technical and professional positions in the Port. The evaluation provides a structured approach to assessing the relative work of each position and used measurement factors universally applicable across all sectors of industry, commerce and government. The positions were evaluated

Staff Report – Creation of Position  
Assistant Maintenance Manager

on the basis of twelve (12) measurement factors. Each factor indicates a point rating and the sum of all points represents the total “points” value for the job.

The twelve (12) factors consistent with the Methodology of Position Classification and Salary Administration Guidelines are: education, experience, complexity, scope of work, problem-solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relation skills/contact, authorized exercised and supervisor/managerial responsibility.

### **CLASSIFICATION REVIEW**

The Assistant Maintenance Manager position will be responsible for assisting the Maintenance Manager with the programs and activities of the Maintenance Department. The position will assume the duties of Maintenance Manager in his absence.

The position requires knowledge of:

- Operational characteristics, services and activities of a seaport terminal and cargo handling maintenance and repair system.
- Principles, methods and practices used in seaport terminal facilities construction and maintenance and repair of cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

The position requires the ability to:

- Oversee and participate in a seaport facility and cargo handling equipment operations.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Monitor the operational efficiency of the facilities and cargo handling equipment and schedule needed maintenance.
- Oversee the work of facility and equipment maintenance personnel.
- Participate in the development and administration of the department’s goals, objectives and procedures.
- Prepare and administer the budget.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.

Staff Report -- Creation of Position  
Assistant Maintenance Manager

- Establish and maintain effective working relationship with those in contact with in the course of work.

The position reports to the Maintenance Manager.

Guidelines to be used by this position include established laws, agency/division policies and the principles, methods, practices and techniques involved in a seaport maintenance program for cargo handling equipment and facilities.

The experience and training of the position requires five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operation or planning of a seaport cargo handling equipment and facility maintenance program, to include three (3) years as a direct supervisor responsible for direction and evaluation of staff. The minimum educational requirement of the position would be possession of a high school diploma or successful completion of a General Education Development (GED) Test.

The proposed position will be supervising the daily activities of the Equipment Maintenance Superintendent, Facilities Maintenance Superintendent, Maintenance Planners and Administrative Officer.

The job evaluation points process (Stage 1) is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. This was provided and reviewed by our consultant.

Additionally, the market data comparison (Stage 2) was gathered but not limited to resources in state, local government, private sector, including other Port nation-wide to provide compensation and benefits data specific to the port industry. This data is used to determine market percentile for this position.

The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing revealed that is only one position established that is closely related to this position, but can only be used for the Guam Memorial Hospital. The position is Hospital Facilities and Maintenance Assistant Manager.

As such, it is recommended that the Assistant Maintenance Manager position be established under the Port's Classification and Compensation Plan.

Staff Report – Creation of Position  
Assistant Maintenance Manager

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board.

**RECOMMENDATION:**

Based on the above and attached documents, it is recommended that the Board of Directors approve the creation of the Assistant Maintenance Manager position and resultant pay grade allocation at the pay grade indicated above in the classified service.

  
FRANCINE T. ROCIO  
Personnel Services Administrator

CONCURRED:

  
VIVIAN C. LEON  
Corporate Services Manager



**JOB EVALUATION**  
**For**  
**Assistant Maintenance Manager**

Factors	Points	Comments
Education	I 132	Requires e.g., 4-5 years high schooling plus highly technical training or advanced practical courses of study at a more advanced level. Training relates to and emphasizes specific technical training towards a specific trade or professional rather than generalized management training.
Experience	J 152	Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization, e.g., 8-10 years+ experience.
Complexity	D 55 284 (156.2)	Involved - Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 (56.8)	Managerial - Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 132	Complex - Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act; Supervision Received	E 115	Guidance- Jobholder is expected to work with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B1 16	Work usually performed indoors in favorable working conditions with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.
Physical Demands	A1 22	Work is performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Demands	D2 76	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars (70,001-100,000)
Human Relations Skills; Contacts	E3 76	Sensitive/Responsive - extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relations conditions.
Authority Exercised	G2 152	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2M - \$20M
Supervisory & Managerial Responsibility	D2 57	Has full supervisory/managerial responsibility for 30-99 staff.
<b>TOTAL POINTS</b>	<b>1113</b>	

**PAY GRADE ALLOCATION**

Minimum	Maximum
N 5 B \$71,552.00	N 9 A \$83,069.00

## ASSISTANT MAINTENANCE MANAGER

### NATURE OF WORK:

Assists the Maintenance Manager in the administration of the programs and activities of the Maintenance Department.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list the duties and responsibilities which may be assigned; any one position may not include all the duties listed.)

Assists with the management, operations and maintenance activities of the Port facilities and cargo handling equipment.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Recommend within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate, evaluate and review the work plan for assigned staff. Assign work activities, projects and programs. Review and evaluate products, methods and procedures. Meet with subordinate staff to identify and evaluate problems.

Troubleshoot equipment and facility design, operations and maintenance problems. Identify mechanical, electrical, instrumental and other related problems. Develop and recommend design modifications.

Assist engineering staff and outside consulting personnel on the design and construction support of facility and/or infrastructure expansion projects and cargo handling equipment.

Prepare specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors.

Monitor operational efficiency of cargo handling equipment and facility. Check for mechanical or electrical malfunctions. Schedule and/or perform needed maintenance on equipment and facilities.

Participate in the planning, construction and modification of facility infrastructure and cargo handling equipment. Reviews design and inspects job sites for safety and operational efficiency.

Train, motivate and evaluate maintenance personnel. Provide or coordinate staff training. Work with employees to correct deficiencies. Implement discipline procedures.

Participate in the forecast of funds needed for staffing, equipment, materials and supplies. Monitor and approves expenditures and implement adjustments.

Manages and supervises operations activities of cargo handling and facility maintenance. Ensures efficiency, cost effectiveness and uninterrupted services.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Operational characteristics, services and activities of a seaport terminal and cargo handling maintenance and repair system.
- Principles, methods and practices used in seaport terminal facilities construction and maintenance and repair of cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

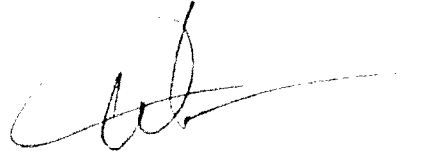
Ability to:

- Oversee and participate in a seaport facility and cargo handling equipment operations.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Monitor the operational efficiency of the facilities and cargo handling equipment and schedule needed maintenance.
- Oversee the work of facility and equipment maintenance personnel.
- Participate in the development and administration of the department's goals, objectives and procedures.
- Prepare and administer the budget.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those in contact with in the course of work.

**MINIMUM EXPERIENCE AND TRAINING:**

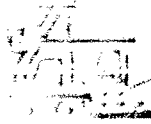
- (a) Five years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling equipment and facility maintenance program, to include three (3) years as a direct supervisor responsible for direction and evaluation of staff; or

- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

A handwritten signature in black ink, appearing to read 'D. Tydingco', with a long horizontal flourish extending to the right.

DANIEL J. TYDINGCO  
Chairman, Board of Directors

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	ASSISTANT MAINTENANCE MANAGER
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	Ernest G. Candoleta
<b>TITLE OF DIRECT SUPERVISOR</b>	Maintenance Manager
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Maintenance
<b>DEPARTMENT</b>	
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	
<b>PAY GRADE</b>	
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

Assists the Maintenance Manager in directing the programs, projects, activities and operations involved in the maintenance of cargo handling equipment and terminal facilities and warehouses and overall management of activities of the Maintenance Department.

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
20%	Assists with the management, operations and maintenance activities of the Port facilities and cargo handling equipment.
20%	Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administer policies and procedures.
10%	Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Recommend within departmental policy, appropriate service and staffing levels.
20%	Plan, direct, coordinate, evaluate and review the work plan for assigned staff. Assign work activities, projects and programs. Review and evaluate products, methods and procedures. Meet with subordinate staff to identify and evaluate problems.
5%	Participate in the planning, construction and modification of facility infrastructure and cargo handling equipment. Reviews design and inspects job sites for safety and operational efficiency.
5%	Train, motivate and evaluate maintenance personnel. Provide or coordinate staff training. Work with employees to correct deficiencies. Implement discipline procedures
5%	Participate in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implement adjustments.
10%	Monitor operational efficiency of cargo handling equipment and facility. Check for mechanical or electrical malfunctions. Schedule and/or perform needed maintenance on equipment and facilities.
15%	Manages and supervises operations activities of cargo handling and facility maintenance. Ensures efficiency, cost effectiveness and uninterrupted services.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities
	Prepares special reports and analyses.
	Performs special projects and other related duties as assigned.

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

Port Divisions,  
 Shipping Agents, Trucking Companies and Vendors  
 Federal and Local Government Agencies and Departments

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
X	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Equipment Maintenance Superintendent	Administers the programs, projects and activities involved in the maintenance of cargo handling equipment
1	Facilities Maintenance	Administers the programs, projects and activities

	Superintendent	involved with maintenance of seaport facilities.
1	Administrative Officer	Provides administrative support to the Maintenance Department.

### 6.0 EQUIPMENT

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
80	PC or Word processor
10	Calculator
10	Copying and scanning machine

### 7.0 JOB REQUIREMENTS

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

Ability to:

- Oversee and participate in a seaport facility and cargo handling equipment operations.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Monitor the operational efficiency of the facilities and cargo handling equipment and schedule needed maintenance.
- Oversee the work of facility and equipment maintenance personnel.
- Participate in the development and administration of the department's goals, objectives and procedures.
- Prepare and administer the budget.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those in contact with in the course of work.

### 7.1 MINIMUM QUALIFICATION REQUIREMENTS

Identify below the minimum experience and training a qualified applicant must have before employment.

Knowledge of:

- Operational characteristics, services and activities of a seaport terminal and cargo handling maintenance and repair system.
- Principles, methods and practices used in seaport terminal facilities construction and maintenance and repair of cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.



**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months


c) Specialized Years    Months


d) Supervisor / Management Years    Months

Experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling equipment and facility maintenance program	5	
Experience as a direct supervisor responsible for direction and evaluation of staff	3	

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years    Months


**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation - GED

Vocational - Technical School. Detail below the specific training that is required by this position :


Some College. Show number of  Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position :


College Degree. Show major area of study required :

Associates :	
Bachelors :	Business or Public Administration, or related field
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions :

Skill in planning, coordinating and directing seaport maintenance program operations
Skill in writing reports and correspondence.
Skill in managing properties and budget.

**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
X	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
X	Lifting	Employee is required to raise or lower objects from one level to another regularly.
X	Pulling and/or Pushing	The job requires exerting force up to __15__ pounds on a regular basis to move the object to or away from the employee.
X	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
X	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
X	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.

X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below
X	Writing	The Employee is regularly required to use the hands to write with pen, pencil, markers, etc.

Describe any other physical job requirements below :

--

### 7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)

--

### 7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- 50 Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 50 Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

### 7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- 50 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).

- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:

Boxes, Parts and Supplies, Small tools, small furniture

- Heat. Describe source and degree of high temperature.

- Cold. Describe source and degree of cold temperature:

- Other hazards. Describe:

### 7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

- Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

### 7.3 WORK SCHEDULE / HOURS

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular, Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

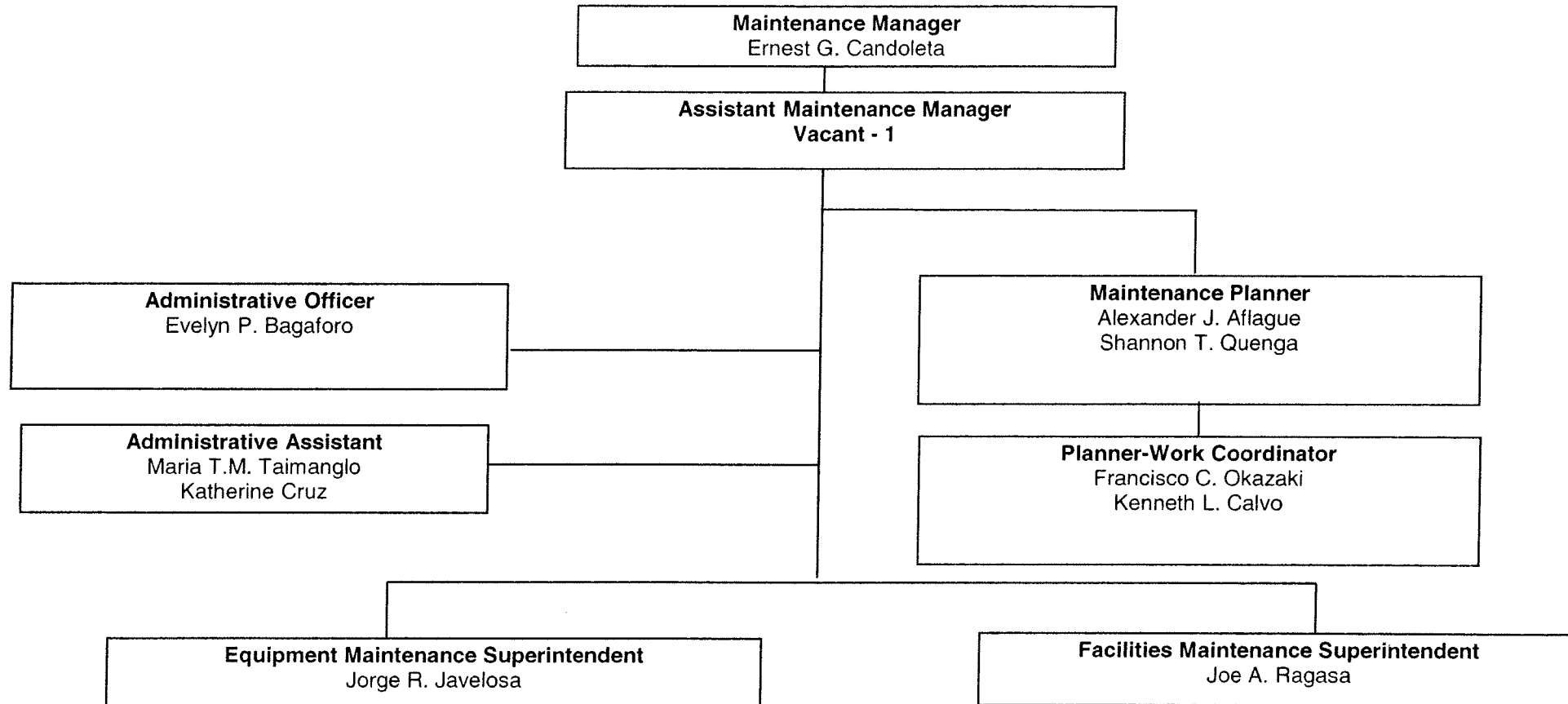

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commerical Port  
FISCAL YEAR 2011 ORGANIZATIONAL CHART

**MAINTENANCE DEPARTMENT**  
January 24, 2012



Position Number	POSITION TITLE	Pay Grad	Grad Step	FY2012		RET-DC	RET-DDI	LIFE	MEDICARE	MEDICAL	DENTAL	TOTAL
				Hourly Rate	Annual Income							
						0.28	19.02	6.69	0.01			
1	4221 Assistant Operations Manager			35.44	73,720.00	20,862.76	494.52	173.94	1,063.34	1,682.98	225.94	98,229.08
1	4319 Assistant Maintenance Manager			34.40	71,552.00	20,249.22	494.52	173.94	1,037.50	1,682.98	225.94	95,416.10
					145,272.00	41,111.98	989.04	347.88	2,106.44	3,365.96	451.88	193,645.18

Start Date May 2012

Position Number	POSITION TITLE	Pay Grad	Grad Step	ESTIMATED		RET-DC	RET-DDI	LIFE	MEDICARE	MEDICAL	DENTAL	TOTAL
				Hourly Rate	Annual Income							
						0.28	19.02	6.69	0.01			
1	4221 Assistant Operations Manager			35.44	30,905.69	8,746.31	206.05	72.48	443.13	701.24	94.14	41,174.04
1	4319 Assistant Maintenance Manager			34.40	29,996.80	8,489.09	206.05	72.48	434.95	701.24	94.14	39,994.76
					60,902.49	17,235.41	412.10	144.95	883.09	1,402.48	188.28	81,168.80

Working Days	hrs	
23	184	May
21	168	June
22	176	July
23	184	August
20	160	September
<b>109</b>	<b>872</b>	

As of 12/31/11

	BASE	INCREMENT	FY-2012 BUDGET
SALARIES	14,840,235	631,796	15,472,032
BENEFITS	5,659,933	-97,981	5,561,952
<b>TOTAL</b>	<b>20,500,169</b>	<b>533,815</b>	<b>21,033,984</b>

PORT AUTHORITY OF GUAM  
Jose D. Leon Guerrero Commercial Port  
Piti, Guam

**FUNCTIONAL STATEMENT – OPERATIONS & MAINTENANCE DEPARTMENTS  
Fiscal Year 2012**

**INTRODUCTION**

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

**BOARD OF DIRECTORS**

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

**GENERAL MANAGER**

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

**DEPUTY GENERAL MANAGER**

The Deputy General Manger is under the general supervision of the General Manager. In the absence of the General Manager, the Deputy General Manager serves as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors.



### **HARBOR MASTER DIVISION**

This division is responsible for providing and administering the overall safe and orderly movement, berthing and mooring and traffic of sea vessels within the Apra Harbor area.

### **PORT POLICE DIVISION**

This division is functionally responsible for the protection of life and property through the Agency's security rules and regulations, Guam Criminal and Motor Codes, Maritime Security Act and applicable federal and local security programs, laws, rules and regulations.

### **OCCUPATIONAL HEALTH AND SAFETY DIVISION**

This division is responsible for the compliance and enforcement of the Occupational Safety and Health Act of Guam, federal and local regulations on marine terminal, long shoring and environmental protection statutes.

### **PLANNING DIVISION**

The division is responsible for securing and administering the federal grants in aid; ensuring compliance with federal and local regulations and program guidelines; evaluating the financial feasibility of proposed capital improvement projects; and providing technical advice to management regarding the effectiveness of the Agency's programs, operations or its productivity and efficiency. The division also maintains the Agency's records management program.

### **MARKETING/PUBLIC RELATIONS DIVISION**

Responsible for the planning, developing, coordinating and implementing of the Agency's local, regional and worldwide marketing and communication activities and efforts.

### **CORPORATE SERVICES DEPARTMENT**

The Corporate Services Manager is under the general supervision of the Deputy General Manager. The position is responsible for the programs, projects, activities and operations of the Finance, Human Resources, Information Technology, Procurement & Supply, Commercial, Engineering/CIP and General Administration divisions.

### **GENERAL ADMINISTRATION DIVISION**

The division maintains the Authority's correspondence; responsible for the Authority's internal/external mail distribution, switchboard operations and all major reproduction services.

### **COMMERCIAL DIVISION**

The division oversees all real estate and appurtenances controlled by the Port and responsible for projects pertaining to the planning, organizing, controlling of the property planning and development of the Commercial Port and Industrial Complex and all other Port real property. The division is also responsible for the day-to-day management of the programs and activities involving the operation, maintenance and repair of the marina and its facilities.

### **ENGINEERING/CIP DIVISION**

Responsible for providing management with professional civil engineering work involved in the overall planning, design and construction of seaport facilities. Also responsible for the coordination of the Agency's capital improvement projects in regards to the planning, implementing and monitoring of programs, functions and activities, including coordination with port and harbor agencies on the engineering aspects of cargo handling equipment and other port related operations, facilities, certifications, pollution control.

### **INFORMATION TECHNOLOGY DIVISION**

Responsible for the administration and control of data processing services for informational, financial, personnel, voice and data communications and other management functions.

### **FINANCE DIVISION**

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section

Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section

Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance the general ledger and collection of revenues.

**PROCUREMENT AND SUPPLY DIVISION**

This division is responsible for the procurement and supply, inventory and surplus property programs for the Agency.

Procurement Section

This section is responsible for ensuring that the General Manager's delegation of procurement authority is safe guarded; ensures that all applicable federal and territorial procurement rules and regulations are adhered to.

Supply Section

This section is responsible for multi-million dollar parts/supplies inventories; operate and maintain the sole parts/supply warehouse for the entire Port Authority.

**HUMAN RESOURCES DIVISION**

This division is responsible for the development, coordination, planning and administration of a comprehensive personnel program for the Agency. These programs include, but not necessary limited to, position classification and compensation plans, employee development and service functions, employment and recruitment, training, equal employment opportunity, employee relations activities, and the maintenance of personnel records for all employees.

## **OPERATIONS DEPARTMENT**

The Operations Manager is under the general supervision of the Deputy General Manager. The position is responsible for the day-to-day operations and administration of the Transportation, Terminal and Stevedoring divisions.

### **TRANSPORTATION DIVISION**

The division administers the programs, projects and activities involved in the operation of cargo handling equipment, such as, gantry cranes, straddle hoists, hystainers, forklifts, tractors, etc., for the vessel operations and special service requests.

#### **Dispatcher**

Charged with the responsibility of dispatching personnel and equipment assigned to the vessel operations; relaying and recording messages; and the maintenance of records of activities of the division.

#### **Equipment Operator Section**

The section is responsible for operating tractors, hystainers, forklifts and related equipment involved in the movement and storage of container and breakbulk cargoes during vessel and normal operations.

#### **Crane Operator Section**

The section is responsible for operating the straddle hoists, gantry and stick cranes for the loading and unloading of containerized and breakbulk cargoes during vessel and normal operations.

### **TERMINAL DIVISION**

The division administers the programs, projects and activities functionally charged with the responsibility for receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses.

Cargo Control Section

The section accounts and issues containers received from vessel/customers; maintains control of container movements; records/verifies container locations; operates and accounts for receiving, storage, and issuing breakbulk cargoes in the transit warehouses. This section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees.

**STEVEDORING DIVISION**

The division administers the operations, programs and activities involved in providing vessel operations with the necessary manpower, such as, the lashing and unlashings of containers, loading and unloading of containers and breakbulk cargoes, the stuffing and unstuffing of containers, etc. Additionally, the division manufactures and repairs a variety of rigging equipment and devices.

Cargo Handling Section

Provides all manual work for vessel operations, such as, the lashing activities, rigging of cargoes, palletizing of cargoes, stuffing and unstuffing of containers, etc.; and operates vessel winches to load and unload cargoes.

Rigging Section

Manufactures, repairs and operates a variety of rigging equipment and devices, as well as, stocks up and provides necessary rigging equipment and devices for all vessel operations.

**MAINTENANCE DEPARTMENT**

The Maintenance Manager is under the general supervision of the Deputy General Manager. The position is responsible for the day-to-day operations and administration of the Facility Maintenance and Equipment Maintenance Divisions.

Maintenance Control Section

Coordinates work projects for the maintenance, alteration, repair and upkeep of buildings and grounds and maintenance and repair work projects of equipment and vehicles.

## **FACILITY MAINTENANCE DIVISION**

The division is responsible for the administration of programs, projects and activities involved in the maintenance, alteration, repair and upkeep of the Port facilities, warehouses, trade shops and grounds.

### **Building Maintenance Section**

This section provides all services involved in the construction, maintenance, alteration and upkeep of wooden structures, such as, offices, doors, windows, floors, cabinets and partitions. Responsible for the installation, alteration and maintenance of the plumbing systems, fittings and accessories.

### **Refrigeration/Electrical Section**

This section is responsible for the installation, maintenance and repair of the central and window-type conditioning units and water cooling systems. In addition, installs, maintains, alters and repairs electrical systems for the administrative buildings, offices and trade shops.

### **Janitorial Section**

This section provides custodial services, housekeeping and grounds maintenance work and minor maintenance repair work on the plumbing/electrical systems, office furniture, equipment and building structures.

## **EQUIPMENT MAINTENANCE DIVISION**

This division is functionally charged with the maintenance and repair of all cargo handling equipment, such as, gantry cranes, stick cranes, tractor-trailers, hystainers, straddle hoists, diesel and gasoline-powered light and heavy equipment. Also, the division provides preventive maintenance work to prevent the corrosion of Port equipment and facilities.

### **Crane Maintenance Section**

This section is functionally responsible for the maintenance and repair of mechanical, electrical and hydraulic systems of the gantry cranes, straddle hoists and stick cranes to ensure that all operating sections have reliable and necessary cargo handling equipment.

Fleet Maintenance Section

This section is responsible for the overhaul, maintenance and repair of diesel and gasoline-powered equipment to ensure that all sections have the necessary and reliable cargo handling equipment to perform their assigned functions.

Corrosion Control Section

This section is responsible for providing preventive maintenance work to effectively prevent or stop the corrosion on the structural framework of the gantry cranes, straddle hoists, stick cranes, tractors, forklifts and vehicles.

Welding Section

This section is responsible for providing welding work on the structural framework of the cargo handling equipment and Port's facilities.