

Steamship Trade Association

Operations Manager

Daily Duties

- Manage and supervise STA Dispatch Center personnel, which includes three full time ILA Local 333 Primary Dispatchers, one Local 1429 Dispatcher, and several part-time Dispatchers, employed on an as-needed basis
- Responsible for maintenance of the STA Dispatch Center property and coordination of vendor services, along with maintaining an inventory of necessary supplies
- Oversee daily dispatching of ILA labor from the Dispatch Center
- Collect, sort, and verify employment eligibility of all STA / ILA Seniority Board Employment Application Forms
- Assist in processing new ILA members, assign new and replacement STA Port Identification Cards at the Dispatch Center
- Call and assign Auxiliary Workforce volunteers as-needed

Weekly Duties

- Review and submit ILA Dispatcher's timesheets on a weekly basis
- Participate in Network Infrastructure and Programming Development meetings with IT Vendors, along with providing any necessary research and system testing
- Prepare weekly COVID-19 Report listing Port of Baltimore cases and send to USMX
- Enter certain Employer's prior day workorders, upon request
- Manage and coordinate various STA/ILA Training Initiatives in the Port, including curriculum, candidate selection, equipment acquisition, and trainer schedule coordination

Monthly Duties

- Schedule monthly Accident Review Committee and Accident Investigation and Local 333 Training meetings, in addition to quarterly Joint Safety Committee meetings
- Prepare and distribute the Agenda and Minutes from the Accident Review Committee and Accident Investigation and Local 333 Training meetings, in addition to quarterly Joint Safety Committee meetings
- Schedule semi-annual PIT Review
- Participate in all Seniority Board and Trade Practice Committee Meetings

Annual Duties

- Submit annual and semiannual Training Budget Requests to USMX
- Prepare and present annual training report and upcoming STA/ILA Training Initiatives

Ongoing Duties

- Draft and manage various ILA training material documentation as needed, including schedules, attendance sheets, workbooks, videos, and any other necessary materials
- Manage all STA Member-Company Job Vacancy Notices and Postings, including defining criteria requirements, and coordinating candidate referral and selection with employers and the Head Primary Dispatcher
- Enter changes of employment status into the Great Plains HR system, including dates of individuals who enter and leave gangs and/or detail jobs, various suspensions, and skill preventions
- HR Verification of employment eligibility of ILA Member's MPA Badge Forms
- Provide necessary work hours research in response to Seniority Board matters and any other governmental agencies as needed
- Receive, distribute, and post all OSH Alerts and Circulars
- Communicate with Drug and Alcohol Urine specimen collector, upon request

Skillset

- Basic Microsoft Office Knowledge (Outlook, Word, and Excel)
- Able to work early morning hours
- Able to manage ILA Dispatchers in a supervisory capacity
- Excellent verbal and written communication skills

The STA offers a competitive salary, excellent benefits, including comprehensive health insurance and 410(k).

The STA is an Equal Opportunity Employer. The STA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.