PORT AUTHORITY OF TRINIDAD AND TOBAGO

VACANCY: PORT SUPERINTENDENT

JOB SUMMARY

The Port Superintendent reports directly to the Divisional Manager, Operations and is responsible for managing and overseeing port operations to ensure safe and efficient execution while achieving optimal operational performance.

KEY DUTIES AND RESPONSIBILITIES

- Directs and supervises the discharge and loading of cargo and other technical aspects of port operations.
- Directs and supervises vessel, yard, and gate operations using the Terminal Operating System.
- Directs all vessel-shifting activities in consultation with the Berthing Office, Central Planning Unit, and Manager, Container Operations.
- Reviews existing systems, processes, policies, and procedures and recommends improvements to the Divisional Manager, Operations.
- Prepares and submits completed End-of-Shift Reports to the Divisional Manager, Operations at the end of each shift.
- Prepares notes, briefs, reports, and other documents as directed by the Divisional Manager, Operations.
- Provides timely reports on all issues that affect, or have the potential to adversely affect, operations.
- Sets productivity targets in conjunction with the Central Planning Unit.
- Continuously monitors vessel, yard, and gate operations to ensure established targets are achieved.
- Maintains regular communication with Planners to ensure that work plans and targets are understood, executed, and achieved during each shift.
- Communicates with Shipping Agents at least once every four (4) hours to provide updates on operational activities.
- Reviews the Berth Allocation Schedule for each shift and collaborates with the Manager, Container Operations and the Planning/Logistics Manager on any necessary changes.
- Plans, conducts, and documents toolbox meetings.
- Prepares and submits timely reports on accidents and near-miss incidents.
- Conducts investigations into matters involving the Operations Division and submits findings and recommendations to the Divisional Manager, Operations or HR/IR within the stipulated timeframe.
- Represents Port of Port of Spain (PPOS) at meetings and on committees, as requested.
- Ensures compliance with all policies and procedures governing the operations of the Authority.
- Ensures compliance with all regulatory standards and legislative requirements governing port and maritime operations.
- Conducts employee disciplinary tribunals, as requested.
- Performs any other related duties assigned by the Divisional Manager, Operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of leadership and management tools and techniques, including crisis and conflict management.
- Extensive knowledge of the technical principles of cargo handling operations.
- Knowledge of the regulations and legislative frameworks governing port and maritime operations, including the PATT Act, Customs & Excise Act, IMO regulations, OSH Act, ILO frameworks (including health and safety in ports), and Industrial Relations.
- Demonstrated knowledge of performance management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONT'D

- Knowledge of the progressive discipline process.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to exercise sound judgment and make effective decisions.
- Ability to lead and motivate a diverse team of employees.
- Ability to conduct investigations and submit reports within established timeframes.
- Ability to work shifts, including weekends and public holidays.
- Ability to maintain punctuality and regular attendance.
- Ability to coach and mentor junior employees.
- Ability to develop and maintain effective stakeholder relationships.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

- Bachelor's degree in Port and Maritime Operations or a related discipline from an accredited academic institution.
- Certificate in Occupational Health and Safety (OSH).
- Evidence of training in supervisory management.
- Proficiency in Microsoft Office Suite.
- Proficiency in the NAVIS N4 Terminal Operating System and XPS.
- At least five (5) years' experience in port operations, including a minimum of three (3) years in a supervisory position.

Interested persons must submit an application comprising a cover letter and updated CV, either in hard copy or via email, no later than 4:00 p.m. on November 9, 2026, addressed to:

Executive Human Resource Manager
Re: Port Superintendent
Port Authority of Trinidad and Tobago
Administration Building
Dock Road
Port of Spain.

OR

Applications may also be submitted via email to: pattvacancies@patnt.com
The email subject line should read:
Port Superintendent

APPLICATIONS RECEIVED AFTER THE STIPULATED DEADLINE WILL NOT BE CONSIDERED.

Unsuitable applications will not be acknowledged.