

CHIEF PORT PILOT (5154) Task List

Overall Function: A Chief pilot directs the activities of Port Pilots, Boat Captain, Deck Hands, and dispatchers engaged in providing inbound and outbound vessels with piloting services in the Los Angeles and Long Beach Harbors.

1. Reviews dispatch order from dispatcher via email and/or Saab system containing ship's name, agent (representative of ships interest in port), time of arrival and departure, where it is coming from and going to, berth assignment, tugboat company, and number of tugboats agent prefers in order to gain information about vessel necessary to perform job.
2. Views movement board (other vessels pilots have scheduled to move), reads electronic Lloyd's register (for vessels moved by other agencies and history of ship, size of ship, and unusual characteristics), and also reviews tide and wind reading taken from electronic surveyor in order to evaluate conditions to determine number of tugboats needed, if ship will fit in berth, and to be aware of any special considerations and safety factors involved.
3. Calls agent or has dispatcher call agent if problems occur such as ship won't fit in berth, more tugboats are needed, poor weather conditions, and when safety prohibits job in order to alert agent of problems the pilot can't solve.
4. Rides in or drives Department vehicle (e.g., SUV) to or from pilot station to departing vessel or from arriving vessel at berth assignment.
5. Examines vessels visually looking at position of chocks (to fasten tugboats to), ship draft (how deep ship is sitting), and construction features which might affect docking or departure such as cranes, flares, shape, and mast height in order to gain information not found in other sources necessary to safely and properly pilot vessel.
6. Climbs or descends pilot ladder on side of ship in order to board or disembark vessel.
7. Conducts Master-Pilot exchange, including introducing self to Captain of vessel, exchanging information with Captain, such as relevant tidal information, discussing any special considerations with Captain, asking Captain what he/she believes draft currently is, what course he/she is steering, speed of ship, and instructs Captain of what frequency to put radio on.
8. Evaluates surroundings (e.g., ship draft, size of vessel, weight of vessel) in order to orient self with the ship the pilot will take control of to proceed safely to or from port.
9. Radios San Pedro Vessel Traffic Service to notify of entry or exit to harbor and to find out if any vessels are entering or exiting from Long Beach Harbor.
10. Determines positioning of tugs based on characteristics of tug and capabilities of tug driver in order to maximize tug assistance.

11. Informs master of ship and tug by radio or face-to-face when tug should come alongside of ship and where tug should be secured.
12. Gives instruction to have radar adjusted to correct range when in harbor area to address the pilot's concern with obstacles at close range.
13. Calls dispatcher on radio to alert him/her ship is inbound or out bound, makes security call on radio channel 13 to alert all other vessels of movement, and finds out which tugboats are assigned to job in order to assure relevant parties are aware of vessel movement.
14. Calls pilot at pilot station to get anchor locations with bearings and distances in order to arrive at proper anchorage position.
15. Radios San Pedro Vessel Traffic Service to notify that ship is anchored, location of anchorage, and reason for anchorage, as required by United States Coast Guard.
16. Reviews sailing instructions with captain of vessel including how to contact pilots and the side the pilot ladder should be on in order to assure captain is aware of instructions.
17. Gives commands to bridge team to adjust speeds, rudder, or to change course (in degrees) as appropriate to navigate vessel through channels of the Harbor based on speed requirements, on size of rudder, handling of ship, draft, and wind conditions.
18. Watches for Channel traffic, checks wake size, maneuvers around other vessels, notes geographical landmarks, and maintains a safe speed, while piloting down channel in order to remain aware of events and conditions around vessel to pilot vessel safely through channel.
19. Monitors radio channels while piloting in order to remain alert to occurrences in harbor.
20. Scans indicators on bridge continually, such as Rudder Angle Indicator, Engine R.P.M. Indicator, Rate of Turn Indicator, Speed Indicator, and Anemometer (Wind/Speed Direction Indicator) in order to assure commands are being carried out as ordered and to determine how to proceed.
21. Evaluates how the ship maneuvers and how the crew performs by remaining alert to feel of ship and actions of crew during pilotage in order to determine best procedure to advise captain of vessel and make changes as necessary.
22. Employs the industry accepted practices of Bridge Resource Management to interface effectively with the ship's bridge team, exchange relevant information, and encourage the bridge team to participate actively in the navigation of the vessel during the port passage in order to ensure a safe and efficient passage through the harbor.

23. Surveys berth conditions looking for sufficient room to dock ship, presence of line handlers, any obstructions to berth, and bridge or bow signs to indicate desired position of ship in order to be aware of various conditions necessary to docking vessel.
24. Recommends to captain which lines should be sent out first or taken in last, and/or number of lines to use to secure ship to dock or remove ship from dock, depending on location of berth, weather conditions, and traffic.
25. Gives commands for tugboat's and vessel's rudder, for vessel's engine such as ahead, stop, or astern, and for ship's speed in order to maneuver ship into the berth or out of the berth.
26. Visually verifies that the ship is held fast to dock with the appropriate lines and number of lines secured in order to give order to release tugs.
27. Reads the station radar and electronic navigation display to give pilot on ship bearings and ranges to anchorage or desired location over station radio in order to assist other pilots in anchoring and during times of low visibility.
28. Reads ship's radar and Pilot Mate navigation equipment to get bearings and ranges to desired location in times of low visibility.
29. Answers questions from agents concerning harbor depths, pier heights and lengths, and tug requirements in order to assist agent in making their decisions.
30. Reads bulletins, emails, and notices to mariners in order to keep abreast of changes/conditions in the harbor such as construction, changes in draft, water depth, and vessel restrictions and relays this information to all pilots.
31. Schedules, assigns, and reviews the work of Port Pilots, Boat operators, Deckhands, and dispatchers including assigning watches (12 hour shifts) in order to provide prompt piloting service to incoming and outgoing vessels.
32. Reads the electronic Marine Exchange per-arrival report for vessels that require special planning, such as an extremely large vessel, and uses it as a guide in planning and assigning work in order to accommodate arriving and departing ships with pilot service in a timely manner and utilize staff efficiently.
33. Evaluates the work of Port Pilots by personally accompanying them on assignments and observing their actions such as safety and visual checks made, handling of the vessel, and orders given to tugs and other personnel for the passage of the vessel, and recommends improvements in piloting activities in order to evaluate skills and determine what training is necessary for developing Port Pilots.

34. Conducts on-the-job training for Port Pilots relating to handling and piloting all types of ocean-going vessels, including steering, engine control and mooring, navigation principles as applied to piloting of vessels in the Port of Los Angeles, ships signals, weather conditions, and safety in order to develop piloting skills in subordinate Port Pilots.
35. Submits request for simulator and manned-model training in order to provide necessary training to develop piloting skills in addition to on-the-job training techniques.
36. Initiates and enforces safe working practices and procedures such as use of appropriate personal protective gear, good housekeeping in pilot station and on pilot boats, arranges for fire extinguisher inspections, water safety, and conducting regular safety meetings to discuss accidents and injuries in order to create and maintain a safe working environment.
37. Investigates and surveys damage caused by piloted ships to other vessels, wharves, and other water front structures by personally inspecting reported damage, documenting findings, and interviewing all individuals who may have witnessed or been involved in the incidents leading up to the damage and recording their testimony in order to accurately report on damages for the purpose of billing or restitution or arranges for investigation in cases where damages are significant.
38. Reads and maintains Tariff No. 4, including changes as made, and conferring with the Chief Wharfinger in order to keep up to date on Ports of Los Angeles and Long Beach tariff schedules and to answer questions from shipping line's representatives regarding piloting responsibilities and make recommendations relating to pilotage rates.
39. Meets and confers with shipping lines' agents and terminal operators to discuss and resolve complaints such as berthing problems, pilotage rates, damage to vessels or port property by pilots, and security concerns in order to provide information, resolve complaints, and establish and maintain good public relations with tenants of the Port of Los Angeles.
40. Studies the need for new equipment by keeping current with technological changes, changes in methodologies, rules, regulations and/or laws, and discussing benefits and cost factors with subordinate and technical personnel in order to make recommendations for purchase.
41. Schedules maintenance and repair of pilot boats, automobiles, and all other pilot station equipment by telephoning the Construction and Maintenance Yard and requesting maintenance or repair work and preparing a request, in writing, what is to be done such as dry docking pilot boats for engine and hull repairs, detailing specifically what is to be done, general maintenance to automobiles, and plumbing and/or electrical repairs to the pilot station in order to ensure a properly maintained fleet and pilot station.

42. Submits budget requests for labor, material, services, and equipment such as staffing, radar maintenance and repair, and transportation costs for the pilot station by providing costs estimates, justifications, and milestones in order to obtain funding for pilot station operations.
43. Writes drafts of reports documenting performance evaluations, disciplinary actions, investigations, violations of harbor or port regulations, authorizes overtime, electronically signs time sheets, fills out accident and injury forms in order to keep accurate records.
44. Interviews candidates from eligible lists and makes selections using job-related criteria and approved departmental selection techniques including equal employment considerations in order to fill vacant positions.
45. Interviews candidates for other agencies in order to provide a list of eligible candidates for their port pilot positions.
46. Attends meetings of the Board of Directors as an official member of the Marine Exchange and Harbor Safety Committee in order to represent the Port of Los Angeles and exchange information on its behalf.
47. Meets and confers with a variety of officials such as the Captain of the Port of Los Angeles from the U. S. Coast Guard, the Maritime Administrative Officer, Admirals from the U.S. Navy and Coast Guard, and other pilot organizations in order to represent the Port of Los Angeles and exchange information relative to port activities.
48. Receives inquiries and requests, by telephone and in writing, from local and national organizations such as trade commissions, pilot organizations, and ship owner associations, relating to rates, requirements, training, equipment, and appearances at seminars, and responds to these inquiries and requests by providing information and appearing whenever schedules permit in order to maintain good public and business relations for the Port of Los Angeles.
49. Keeps current in the field by reading trade journals and literature, maintaining membership in and participating on committees of professional organizations, and engaging in local activities relating to the port in order to maintain professionalism in the field.