

WHARFINGER, 1190
CHIEF WHARFINGER, 1189

Summary of Duties : Evaluates shipping documents to determine whether the proper fees have been computed and billed for Harbor Department services and facilities used by ships and shipping companies; makes inspections to determine that facilities are used in accordance with regulations; may act as a lead person over other Wharfingers; or supervises, or assists in the supervision of, such work; arranges temporary berth and dock assignments for ships or shipping companies; and does related work.

Distinguishing Features : The class of Wharfinger is distinguished from other clerical and inspector classes in that it is concerned with shipping charges and the application of Harbor Department regulations and tariffs to cargoes being transported by ships. Employees of this class are in direct daily contact with representatives of the companies which use the facilities of the Harbor Department. It is essential that the Wharfingers maintain satisfactory business relationships with these representatives. A Wharfinger handles all of the work in an assigned group of berths or vessels or specializes in specific commodities or certain large companies or may act as a lead person over other Wharfingers. A Wharfinger must exercise care to avoid errors in recording and tabulating data as they could result in loss of revenue to the City. An employee of this class is required to climb under docks and piers in performing inspections.

The Chief Wharfinger plans, assigns, and reviews or assists in planning, assigning and reviewing the work of Wharfingers and clerical personnel in the section. In addition, an employee of this class personally arranges for berth assignments and dock space for the loading and discharge of cargo for incoming vessels not having berth assignments. A Chief Wharfinger interprets regulations and tariffs in cases of dispute and resolves unusual and complex questions, and performs special assignments at the direction of Management. A Chief Wharfinger's work is normally limited to review of special problems and effectiveness is evaluated by the results attained.

Examples of Duties : Wharfinger : Verifies manifests, bills of lading, wharfage, pilotage, dockage, demurrage, and storage reports in determining whether the proper fees have been computed and billed for services and facilities in accordance with Harbor tariffs; prepares statements for such services when not prepared by ship or shipping company; verifies manifests, statements, and reports for accuracy of weights or measurements and classifications of commodities; compares information from various statements, records, and reports to insure that all reports are correct; may be assigned full time to an outlying terminal.

Confers with representatives of shipping companies and explains procedures and regulations; arranges for the installation of temporary or special water and electric services on docks and wharves; reads water and electric meters used by vessels or other port customers and forwards records for billings.

Makes inspections of sheds and wharves to insure that they are properly used; reports damages to Harbor Department property or the need for maintenance work; maintains a daily control on ships at berths not preferentially assigned; determines the source, and arranges for removal of dunnage and debris from docks and wharves; may specialize in accounting for petroleum products, and bunkers.

May act as a lead person over other Wharfingers, provide field and office assistance, assist in the training of Wharfingers, offer guidance in tariff interpretation and enforcement, and resolve some of the more difficult or unique problems.

Chief Wharfinger : Plans, assigns, and reviews or assists in planning, assigning and reviewing the work of Wharfingers and clerical personnel; maintains a schedule of ship arrivals and, if necessary, arranges with shipping companies having preferential assignment rights for berth, dock, and shed space for ships not having assigned berths; makes recommendations to management on policies and procedures affecting the section; prepares reports for management of estimated tonnage handled by berths and the various shipping companies; makes recommendations on requests for changes in preferential assignments from shipping companies; contacts representatives of shipping companies to resolve problems related to facilities and to maintain business relations;

Issues permits for fumigation of cargoes or transit sheds; assists shippers in clearing their storage facilities of small shipments not picked up by consignees by contacting consignees or removing such shipments to another storage area; resolves questions from the Accounting Division about weights, measurements, commodities and other data submitted for computations; approves requisitions for supplies for Wharfingers; resolves disagreements between shippers regarding the use of berth and storage areas used in common; prepares work orders to have repairs made; makes recommendations regarding and provides assistance in conjunction with Port Warden to motion picture and television companies requesting use of Harbor Department facilities.

Employees of both classes may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges :</u>	<u>Wharfinger</u>	<u>Chief Wharfinger</u>
Tariffs, regulations, and policies of the Harbor Department pertaining to shipping charges and the use of facilities by shipping companies;	Good	Good
Maritime shipping terms, documents, and practices;	Working	Good
Layout and location of facilities of the Harbor Department;	Good	Good
Commonly used office machines, practices, and methods;	Good	Good
Harbor Department procedures for assigning berths and dock and shed space to incoming vessels;	Working	Good
Safe working practices and procedures;	Working	Good
Supervisory practices and procedures;		Good
Laws and regulations related to affirmative action and equal employment opportunity;		Working
Memoranda of understanding as they relate to subordinate personnel;		Working
City personnel rules, policies and procedures;		General
<u>Abilities :</u>		
Make arithmetical calculations rapidly and accurately;	x	x
Deal tactfully and effectively with other employees and the representatives of shipping companies;	x	x
Keep records and prepare reports;	x	x
Review and analyze records and reports, and make recommendations;		x

Abilities (Cont) :

Wharfinger

Chief
Wharfinger

Plan, organize, and supervise a group of employees who spend a large part of their time in various field locations.

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Two years of clerical experience at the level of Senior Clerk, one year of which was in preparing or processing of marine shipping documents, is required for Wharfinger. h r

Three years of experience as a Wharfinger in preparing or checking marine shipping documents is required for Chief Wharfinger. g

License : Both Classes : A valid California driver's license is required.

Chief Wharfinger : Appointment to this class is subject to a one-year probationary period as provided in Section 109 of the City Charter. y

Physical Requirements : Both Classes : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in reaching, handling, and writing; good speaking and hearing ability; and good eyesight. h g

Wharfinger : Body agility in walking, and climbing under piers.

Persons with certain handicaps may be capable of performing the duties of positions in these classes. Such determination must be made by the medical examiner on an individual basis. l

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties of any position shall be. n