

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**VESSEL TRAFFIC CONTROLLER I**  
**Port of Saipan**

**Code 1111**

***Nature of Work***

Responsible for performing specific tasks and duties for operational functions of the Port of Saipan.

The employee is highly responsible for performing specific tasks, duties and procedures for operational functions of Port of Saipan. Work is reviewed through conferences with the Port Operations Coordinator and the Assistant Port Manager for Operations and submission of reports

***Examples of Duties (Illustrative)***

1. Performs operational tasks and duties of the Port of Saipan operations.
2. Complies with applicable local and federal rules, regulations, policies and procedures.
3. Responds to crisis, urgent or emergency situations.
4. Assists with the preparation and issuance of shipping schedules and activities of vessels calling port.
5. Assists the supervisor(s) in issuing verbal or written instructions and clearances to arriving and departing vessels, e.g. anchorage, berthing, basin, channel, etc.
6. Advises the supervisors immediately of irregularity(ies) in coordinating vessel schedules.
7. Enforces port traffic measures and policies.
8. Assists with the direction and supervision of vessel traffic control service on a daily basis and reports to the supervisors of any irregularity(ies) or problems.
9. Participates in discussions on a regular basis with shipping agents, subordinates and employees of terminal operator to effectively direct the physical activities of the Port of Saipan.
10. Assists in maintaining a system of recording vessel movements and issuing monthly reports on a timely basis.
11. Maintains cooperative working relationship with supervisors, shipping agents, as well as Port of Saipan tenants and customers.
12. Follows all safety requirements and responds efficiently in situations involving hazardous materials.
13. Monitors work to increase effectiveness, productivity, and job satisfaction.
14. Applies theories, methods and techniques necessary for favorable results.
15. Participates in advance training programs to develop skills in port operations.
16. Participates in hazardous material control program.

**Code 1111 continuation**

17. Participates in related trade organizations or port associations or related programs which promote ocean commerce in the Pacific region particularly the CNMI.
18. Performs other related duties as assigned.

***Minimum Requirements of Work***

1. Knowledge of the functions of Port of Saipan operations with special attention to port and harbor requirements, especially vessel traffic control service.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of seaport operations.
4. Knowledge of applicable local ordinances and federal regulations including federal maritime regulations.
5. Ability to apply principles and theories of seaport operations proficiently.
6. Ability to organize and direct and supervise assignments to subordinates.
7. Ability to communicate effectively in the English language both orally and in writing.
8. Ability to motivate employees.
9. Ability to establish and maintain a cooperative relationship with the public, tenants and agents, and employees.

***Minimum Qualifications***

Any combination equivalent to graduation from high school (or G.E.D.) and no less than two (2) years of progressively responsible experience in a U.S. seaport/harbor operations or ocean transportation firm of which one (1) experience in shipping operations.

Shall have no record of felony or criminal conviction.

***Pay Range***

Pay Level: 4  
Minimum: \$672.63 bi-weekly or \$8.41 per hour (PL4/1).  
Maximum: \$1,150.42 bi-weekly or \$14.38 per hour (PL4/12).

Adopted by CPA Board on February 19, 1999.

Revised and Adopted by CPA Board on December 21, 2016

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