



PORT OF FUJAIRAH **FUJAIRAH OIL TANKER TERMINALS**

JOB TITLE: Assistant Terminal Operator

QUALIFICATION REQUIRED FOR ASSIST TERMINAL OPERATOR:

1. Minimum academic qualification Intermediate, Graduate or equivalent.
2. Must have attended basic safety courses, like Fire Fighting, First Aid, Survival Techniques, Personal Safety and Social Responsibility.
3. Must have 1 year of onboard tanker or terminal operations experience.
4. Well conversant in spoken and written language.
5. Must go through FOTT interview process and score at least 60% marks.
6. Must be healthy and capable of performing duties mentioned below in Job Description.
7. Age limit 25 years, can be negotiated depending on field experience.

DUTIES AND RESPONSIBILITIES OF ASSISTANT TERMINAL OPERATOR:

Reporting to: Shift Superintendent / Supervisor and perform duties as mentioned below:

1. Terminal Operators (TO) and Assist Terminal Operators (ATO) to be stationed in berth PIC rooms, monitoring and keeping track of all activities at the berth.
2. TO and ATO should align the vessel at berth in line with the MLAs to be used.
3. TO should carry out Safety Inspection of the vessel if required and instructed by the duty superintendent.
4. TO and ATO should attend connection & disconnection of MLAs. After disconnection of MLA ensure that they are secured back in position safely.
5. While SS is not available in Central Control Room TO will take over the charge of CCR.

6. TOs & ATOs should keep SS updated with all activities at their respective berths.
7. Berth Safety rounds to be made after taking over watch and enter in log book with comments.
8. Tankers Safety rounds to be made at regular intervals and enter in Master Declaration Booklet.
9. Monitor cargo operation by maintaining attentive radio watch and ensure that all communication on radio should be done strictly in English only.
10. Oil Tankers calling to Main Quay for hydrocarbon operations will also be attended by TO at intervals as described by the duty superintendent.
11. Line up MLA for loading or discharging as instructed by SS and ensure that valves not in use are properly shut.
12. At commencement of cargo operation, be present at ship's manifold to witness leak free connection.
13. Any abnormality observed at the berth should be immediately reported to the SS.
14. Ensure that UHF radio received back from the vessel should be in the same condition as delivered. Any defect in it should be entered in Master's Declaration Booklet page 17 duly signed & stamped by ship's Master.
15. TO or ATO must ensure that diving operation should be stopped positively prior pilot board's the vessel for berthing/unberthing or prior arrival of tugs at berth.
16. TO or ATO must ensure that entry is made in berth's log books for every single event occurred at the terminal during his watch.
17. TO or ATO must ensure that no hot work to be carried out at berth if any cargo operation underway at the berth.
18. TO or ATO must ensure that berth routine cleaning carried out as per cleaning schedule and confirm that job is done satisfactorily after completion.
19. All Safety and Security procedures as per Port Guidelines must be followed.
20. Ensure berth equipments and berth area must be well maintained,

monitored and kept clean.

21. Log Book and Check List required at berth control rooms must be properly filled in.
22. Do not install any software and external hard drive in the official PCs without official approval from Terminal Operations Manager.
23. Any incident at the berth (even small) must be immediately brought in to the notice of SS or Terminal Superintendent.
24. Maintain good friendly environment with terminal staff and user representatives with strict discipline.

Assist. Terminal Operator

Terminal Manager