



FUJAIRAH OIL TANKER TERMINALS

Port of Fujairah

JOB TITLE	Assistant Terminal Operator	DATE	October 2015
ORGANIZATION	Port of Fujairah	DEPARTMENT	FOTT Operations Department
REPORTS TO	Shift Leader/Supervisor	LOCATION	Fujairah Oil Tanker Terminals

Key Tasks and Responsibilities	<ul style="list-style-type: none"> • Terminal Operators (TO) and Assistant Terminal Operators (ATO) to be stationed in berth PIC rooms, monitoring and keeping track of all activities at the berth • TO and ATO should align vessel at berth in line with the MLAs to be used. • TO should carry out Safety Inspection of the vessel if required and instructed by the duty Superintendent. • TO and ATO should attend connection & disconnection of MLAs. After disconnection of MLA ensure that they are secured back in position safely. • While SS is not available in Central Control Room, TO will take over the charge of CCR. • TOs & ATOs should keep SS updated with all activities at their respective berths. • Berth Safety rounds to be made after taking over watch and enter in log with comments. • Tanker Safety rounds to be made at the regular intervals and enter Master Declaration Booklet. • Monitor cargo operation by maintaining attentive radio watch and ensure that all communication on radio should be done strictly in English only. • Oil Tankers calling to Main Quay for hydrocarbon operations will also be attended by TO at intervals s described by the duty Superintendent. • Line up MLA for loading or discharging as instructed by SS and ensure that valves not in use are properly shut. • At commencement of cargo operation, be present at ship's manifold to witness leak free connection. • Any abnormality observed at the berth should be immediately reported to SS. • 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. • TO and ATO must ensure that diving operation should be stopped positively prior pilot board's the vessel for berthing/unberthing or prior arrival tugs at berth. • To and ATO must ensure that entry is made in berth's log books for every single event occurred at the terminal during his watch. • To and ATO must ensure that no hot work to be carried out at berth if any cargo operation underway at the berth. • TO and ATO must ensure that berth routine cleaning carried out as per cleaning schedule and confirm that job is done satisfactorily after completion. • All Safety and Security procedures as per Port Guidelines must be followed. • Ensure berth equipments and berth area must be well maintained, monitored and kept clean.
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	<ul style="list-style-type: none"> • Log Book and Check List required at berth control rooms must be properly filled in. • Do not install any software and external hard drive in the official PCs without official approval from Terminal Operations Manager. • Any incident at the berth (even small) must be immediately brought in to the notice of SS or Terminal Superintendent. • Maintain good friendly environment with terminal staff and user representatives with strict discipline.
Qualification	<ul style="list-style-type: none"> • Minimum academic qualification Graduate or equivalent • Age Limit 30 years, can be negotiated on field experience • Must be healthy and capable of performing duties mentioned above in Key Tasks and Responsibilities. • Must go FOTT interview process and score at least 80% marks.
Experience	<ul style="list-style-type: none"> • Must have 3 years of experience onboard oil tanker as an Able Bodied Seaman or Marine oil terminal operations. • Must have attended basic safety courses, like Fire Fighting, First Aid, Survival Techniques, Personal Safety and Social Responsibility.
Skills	<ul style="list-style-type: none"> • Well conversant in spoken and written language
