



## MARITIME SENIOR SAFETY MANAGER

Department: Maritime  
Unit: 4300  
Level: 8, Exempt

Supervisor's Title: Deputy Port Director,  
Operations

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### ESSENTIAL TASKS OF THE JOB

**Promotes a culture of safety through proactive engagement, training, and collaboration, and represents the Maritime Department and broader port interests on projects, interagency working groups, workshops, and issues in coordination with Deputy Port Director, Operations.**

1. Promotes a safety-first culture in planning, operations, and decision making.
2. Oversees planning and organizing of safety related functions for Maritime.
3. Identifies and assesses relative safety risks and provides comprehensive strategies and recommendations for mitigation.
4. Evaluates and coordinates to ensure Maritime has the adequate resources and strategies in-place to implement Safety Plans and maintain Safety Management Systems (SMS) in accordance with state and federal regulations.
5. Develops and promotes practical safety and health education programs to support employees.
6. Ensures departments and facilities undergo an annual review to ensure Safety Plans and System Safety Plans are current, coordinated, and are being followed by operating and staff managers.
7. Attends related workshops and meetings, reviews draft legislation, develops recommendations regarding Massport actions and positions, and disseminates information to port interests as appropriate to best protect the Port's interests.
8. Represents Massport and the Port of Boston with organizations such as: Port Operators Group, Massachusetts Bay Harbor Safety Committee, National Industrial Transportation League, Inc., Propeller Club of the Port of Boston, the Boston Shipping Association, and maintains contact with carrier organizations, government agencies such as U.S. Customs and the Coast Guard, and other entities in the Port of Boston.
9. Serves as liaison to agencies and organizations with responsibility for maritime commerce, including U.S. Army Corps of Engineers, U.S. Coast Guard, Coastal Zone Management and the Department of Environmental Protection, OSHA, MA-DLS.
10. Serves as liaison with terminal operators and broader port interests regarding issues that affect the Port.
11. Oversees planning and organizing of safety related functions for Maritime business.
12. Assists in promoting a safety-first culture in planning, operations, and

decision making.

13. Responsible for the development, execution, and periodic review of Maritime safety programs and ensures application of the most effective and current safety techniques.

14. Identifies and assesses relative safety risks and provides comprehensive strategies and recommendations for mitigation.

15. Supports with the development of operating rules and procedures and advises on safety elements to maintain regulatory compliance and mitigate risk.

16. Develops and facilitates proactive Maritime Safety Campaigns

17. Develops and implementation of various Occupational Safety Programs to ensure a safe work environment.

18. Manages the Maritime audit program to evaluate the effectiveness of the Occupational Safety programs and modify as needed.

19. Provides support and guidance in the area of Occupational Health, Safety, and Industrial Hygiene best practices for Maritime.

20. Initiates and chairs Massport's Maritime Health and Safety Committee and oversees the Safety Committee programming and agenda.

21. Ensures compliance with safety and health requirements for operations, facilities and systems.

22. Conducts site inspections to ensure facility condition and work is performed safely and in a manner that does not impact ongoing operations.

23. Manages incident investigations and implements corrective actions to completion. In coordination with internal stakeholder, and partners with external agencies.

24. Manages, creates and implements emergency action plans in relation to Maritime operations.

### **Oversees Maritime safety and training functions.**

1. Supervises Manager, Maritime Safety and Environment.

2. Provides leadership/mentorship to assigned Maritime staff ensuring safety and health goals are advanced including: operational safety, risk reduction, fire protection and prevention, accident investigations, industrial hygiene, operational safety, environmental management and continuity of operations.

3. Responsible for continuous improvement of Maritime Safety Program.

4. Develops and maintains relationships with federal, state, and local agencies including OSHA, MA-DLS, U.S. Coast Guard, U.S. Customs, USDA and other agencies involved in marine terminal regulation and safety.

5. Oversees coordination of safety policies and procedures with Risk Management and Public Safety Departments.

6. Based on safety and regulatory matters, recommends operational changes at Maritime facilities.

7. Represents Massport on the Port of Boston Marine Incident Response Team.

8. Coordinates drills and exercises with internal and external stakeholders.

9. Strong analytical skills with the ability to interpret Occupational Health and

Safety data and trends.

10. Compiles and analyzes safety data to generate reports for management review.

### **Monitors and reports on the condition of Maritime Nautical Infrastructure.**

1. Aids to Navigation effecting Maritime facilities.
2. Federal channel depths
3. Berth controlling depths
4. Berth capabilities – bollards/fenders/ship services/etc.

### **Data Management & Statistical Analysis**

1. Implements a data driven safety hazard Identification and management process in accordance with SMS protocols.
2. Develops and implements a Maritime-level SMS to capture and analyze incident information so that trend analysis can be conducted for worker injuries, third party injuries, vehicular accidents, and organizational risk.
3. Utilizes data to provide operations with information that identifies strengths, weaknesses and areas that require risk minimization so that all can work together to establish strategies that will realize lower rates of incidents and associated cost savings.
4. Utilizes data to support key elements of the Authority's Strategic Business Plan and Executive Staff initiatives.
5. Produces monthly Key Performance Safety Indicators to be provided to the Maritime Executive.
6. Produces safety metrics at the request of departments, staff components, and/or external stakeholders as required.
7. Interacts with union leadership in conjunction with the Maritime management on Safety concerns.

### **Fire Life Safety**

1. Has an effective Maritime infrastructure Loss Control program to include fire suppression, early warning detection and protection to life for all facilities.
2. Establishes an effective inspection and audit process to ensure that life safety practices and systems are routinely maintained, inspected and in working order.
3. Works to establish a proactive property loss control program to address and reduce identified fire hazards.
4. Coordinates with Massport Fire Rescue and appropriate Federal and State Agencies.

### **SECONDARY JOB TASKS:**

1. Safeguards all Protected Information in accordance with all applicable federal and state regulations and Massport policy and procedures.
2. Works on, researches and completes special projects as assigned.
3. Performs other duties as assigned.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

### Education

Bachelor's Degree in Business Administration or Marine Transportation or Occupational Health and Safety (or related field) or equivalent professional work experience.

### Experience

5+ years' experience working for a private or public maritime facility in the area of operations and/or administration. Experience with labor unions preferred. Minimum of 5 + years of experience in managing a safety program including managing direct reports.

## **UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS**

1. Proficiency in Microsoft Office Suite of applications: Word, Excel, Outlook, PowerPoint, etc.
2. U.S. Coast Guard license as deck officer preferred.
3. Ability to pass Massport pre-placement physical, controlled substance testing, and background security checks.
4. Working knowledge of OSHA Regulations 1910, 1917, 1918, and 1926 required. well as an understanding of Maritime safety regulations.
5. Certified Safety Professional or Associate Safety Profession preferred.
6. Knowledge of Safety Management Systems.
7. Ability to communicate with front line employees and Executive level management.

**WORK SCHEDULE:** Ability to work a 37.5-hour workweek. Ability to work additional hours as workload demands.