



International Organization of Masters, Mates and Pilots, AFL-CIO

Position: Pacific Coast Agent

Location: MM&P Hall on West Coast with preference for
Wilmington, CA (Los Angeles/Long Beach)

Introduction:

The primary duty of the Pacific Coast Agent (SEA, OAK/SF, LALB, HONO) is to assist the Vice President in the management of the union and the contracts held by the union. To that end it is anticipated that the majority of work will be communicating with members in the union halls and via ship visits, settling Shipping Rules disputes, conducting industry outreach, assisting in negotiations, processing grievances and assisting the Vice President with the management of union hall operations. The Coast agent shall be completely conversant with the Shipping Rules, Work Rules, and relevant contracts of the offshore division. The Coast Agent is appointed by the area Vice President and works at the pleasure of the General Executive Board, the Agent reports directly to the area Vice President.

Duties and Responsibilities (estimated % of time):

Grievance Processing (50%)

- Investigate and settle grievances with Vice Presidents approval for Matson, APL and Pasha. Keep grievance investigation reports and files up to date.
- Maintain databases, spreadsheets, and documents related to grievances.
- Keep timelines and ensure grievances are processed according to contract in an efficient manner; report weekly progress to Vice President and prepare quarterly summary reports.
- Perform contract research to investigate grievances.
- Coordinate with Contracts Coordinator at MM&P Headquarters.
- Coordinate with MM&P Legal Department, when needed.

Job Call / Hiring Hall (25%)

- Be in the hall during each job call (1100 Pacific Time 1000 HI Time) to be available to assist dispatchers in any West Coast Hall.
- Ensure Shipping Rules are adhered to and applied in each port.
- Assist dispatchers with filling jobs. Liaison with companies who provide information necessary for job postings; documentation requirements, type of license, duration of job and rate of pay. Fill in for dispatcher when dispatchers need to take vacation (possibly in another port) perform job call and process PRO and Vacation payments.
- Maintains separate record of all PRO and Offshore job orders for the year.
- Inform members of option to make voluntary contribution to the Political Contribution Fund (PCF). Advocate for members and applicants to contribute to the PCF.
- Ensure orderly and up to date membership information is on bulletin board in the hall where Agent ordinarily reports. Information regarding member meetings, M.I.T.A.G.S class offerings

and deadlines, health and benefit and pension plan changes, PCF campaigns, and Credit Union information should be posted in the common areas of the office.

Contract Negotiation (10%)

- Participate in collective bargaining, and conduct bargaining research at the direction of the Vice President.
- Assist in preparation and issuing communications and surveys in preparation for negotiations.
- Coordinate travel and lodging for bargaining committee members participating in bargaining sessions.

Industry Outreach (7%)

- Attend local Labor Council meetings and industrial council meetings on behalf of MM&P in the area where Agent reports.
- Participate on MM&P's behalf in labor rallies and marches, coordinating member involvement in same.
- Participate in local political advocacy for MM&P (Local, State, National legislators).
- Coordinate and assure that MM&P is represented at CalMaritime's spring career fair and represent MM&P at industry specific job fairs.

Ship Visits (8%)

- Board MM&P contracted vessels and meet with MM&P represented persons; be available to answer inquiries, provide Union information and forms. Maintain a log of ship visits and report member complaints, contract violations, industry and other useful information to the area Vice President.
- Travel to other USWC Ports as directed to make ship visits, investigate grievances, or for contract negotiations.

Other:

- Schedule and complete training specific to Agent's job. Training must be approved by Area Vice President.
- Perform other general duties as requested.

Requirements and Skills:

- Proficiency with Microsoft office.
- Excellent customer service skills.
- Maintain confidentiality regarding oral and written communications.
- Ability to communicate with companies, members/applicants in a professional manner.
- Ability to enter data in automated Port System.
- Comprehensive knowledge of Shipping Rules, Work Rules and documentation needed to join MM&P.
- Ability to operate multi-use copiers, printers, scanners and fax machine.
- Ability to multi-task during converging deadlines and activities.

Qualifications:

- Bachelor's degree
- Minimum of 2 years general office experience.
- Knowledge of maritime industry.

- Pre-employment background screening.

MM&P Offers

This is a full-time, salaried, overtime-exempt position. The salary for this position is \$100,000 to \$115,000.

Excellent benefits package including health, dental and vision coverage; generous paid leave time including four weeks' leave, paid holidays, short and long-term disability insurance; HSA, IRAP and Pension.

To Apply

In addition to a resume, we require a cover letter indicating why you want to apply for this position with MM&P. Please send your resume, cover letter and three professional references to: humanresources@bridgedeck.org with the **Subject Line: Pacific Coast Agent**.