

DEPARTMENT OF TRANSPORTATION
HARBORS DIVISION
FUNCTIONAL STATEMENT

Directs, coordinates, and maintains the operations of the Commercial Harbors program of the State by providing for, equipping, and regulating the State system of harbors and related facilities; plans, designs, develops, acquires, and constructs new and expanded harbors and facilities as well as maintaining and reconstructing existing harbors and facilities; encourages, fosters, and assists in the development of water transportation in the State. Staff organizes and coordinates administrative work, and provides the Division offices with necessary stenographic, typing, filing, reception, and other related office services.

STAFF SERVICES OFFICE

Staff Services Office organizes and provides administrative work for and in support of the Harbors Districts, Engineering Branch, and other offices with Personnel Management, Financial Management, Property Management, Procurement, Information Systems, and Management and Budget Analysis with specialized and technical service support.

Advises the Harbors Administrator and furnishes functional guidance to the heads of the organizational components of the Commercial Harbors program by advising and assisting in the management of the Harbors embracing organizational structure and methods, personnel management, fiscal, property management, budget, procurement, and computer-based information systems; to ensure the efficient and effective operations of the Harbors; provide coordination and liaison services for legislative and administrative matters; reviews and consolidates the Commercial Harbors program budget.

PERSONNEL MANAGEMENT STAFF

Provides all-inclusive complete human resources management and technical assistance for the division. Plans, analyzes, coordinates, and makes recommendations regarding the personnel management program of Harbors. Advises and assists all levels of management and employees to ensure compliance with laws, rules and regulations, collective bargaining agreements and principles and practices in all areas of Human Resources.

Recruitment/Employee Relations Section

Manages the organization's recruitment processes and fostering positive employee relations. This includes developing recruitment strategies, sourcing and attracting qualified candidates, coordinating selection processes, conducting interviews, and facilitating the onboarding of new hires. Additionally, this section handles employee relations and benefit matters, including conflict resolution, disciplinary actions, employee-management-labor relations, equal employment opportunity and civil rights, workers' compensation, to maintain a productive and harmonious work environment.

Classification/Human Resources Administration Section

Ensures the accurate classification of positions within Harbors and provides comprehensive human resources administrative support. To include developing and maintaining position descriptions, conducting job analyses, evaluating positions for appropriate classification, and ensuring compliance with relevant regulations and policies. Additionally, this section oversees personnel record management and transactions, employee benefits administration, and other Human Resources administrative tasks to

support the organization's staffing needs and promote compliance with applicable laws and regulations.

FINANCIAL MANAGEMENT STAFF

Directs and coordinates the accounting activities of the Harbors Fiscal Management Staff, by employing the Systems Accounting and the Accounting Section comprised of the Revenue Accounting, the Accounts Payable including Payroll and the General Ledger Units to meet program objectives; establishes and maintains adequate and necessary financial and administrative internal controls and updates them, as needed, in order to ensure that complete, meaningful, accurate accounting data and timely financial reports are issued in accordance with Generally Accepted Accounting Principles (GAAP) for use by staff, management and external users. These financial reports shall comply with all applicable State and Federal laws, Hawaii Administrative Rules, Harbors accounting policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB); develops, implements, modifies and maintains the conversion of the Harbors Comprehensive Information Database System (CIDS) to the Port Hawaii Information Management System (PHIMS) Harbors' accounting system; maintains accounting records and procedures to ensure the safeguarding of assets; manages the work of contracted independent accounting firm(s) hired to assist with the annual independent audits and other financial audits so that annual audited financial statements comply with GAAP, GASB and United States (U.S.) Office of Management and Budget (OMB) federal grant funds guidelines; develops and implements an effective Accounts Receivable (AR) policy to reduce doubtful accounts, maximize cash collections, and minimize unapplied credits; evaluates tariff revenues and monitors and controls budget expenditures in coordination with the Harbors Management to ensure annual expenditures do not exceed annual Legislative appropriations with a goal to maximize excess revenues over expenditures; conducts and analyzes applications submitted for credit worthiness of prospective tenants for to include appropriate lease coverage ratios and performs other financial analyses, such as the audit of consultant contractor overhead rates; oversees the federal grant management in coordination with Engineering to insure measures are in place to comply with the grant requirements and to facilitate conduct of a single audit as required; ensures that all payroll functions for Harbors employees are completed properly, accurately and in a timely manner.

Systems Accounting Section

Plans, organizes, coordinates, and directs the development, implementation, operation, and maintenance of computer-based information systems including the conversion of the Harbors Comprehensive Information Database System (CIDS) to the Port Hawaii Information Management System. Responsible for upgrades and maintenance of the PHIMS systems to include but not limited to ensuring that the Harbor Master, the Property Management and the Accounts Receivables Modules of PHIMS function properly and accurately so that all charges and fees submitted by Harbor Districts for invoicing, including any calculations of interest charges for late payments and or delinquent account balances and for late report fees, are done properly, accurately and consistently; coordinates and creates system-generated reports from the PHIMS database for management use upon request, and serving as lead to oversee the procurement, upgrade, and migration of accounting software by working in conjunction with the General Ledger Unit and other Financial Management Staff.

Prepares, reviews, and updates, as needed, a detailed program of action to systematically achieve the established objectives of PHIMS in accordance with applicable Hawaii Administrative Rules and Harbors Accounting Policies; directs, organizes, and coordinates activities of Harbor District Office Services Sections staff to ensure a unified effort toward streamlining the accounting systems through the use of the Harbors automated accounting data processing objectives, ensures that the policies, procedures,

and guidelines are clearly defined, communicated, and understood by all stakeholders including Harbor District Office Services Sections staff, Harbors Financial Management Staff and Harbors Management to achieve goals and objectives.

Provides technical advice to Harbors management and other stakeholders, and provides analyses, recommendations, and technical supervision on matters relating to the conversion of CIDS to PHIMS.

Accounting Section

Performs complex accounting work relating to accounting principles arising from the activities of the Revenue Accounting, Accounts Payable/Payroll, and the General Ledger Units to ensure compliance with applicable laws, rules, procedures, and requirements of the State and Federal governments and GAAP standards; responsible for performing and resolving the most complex accounting work involving professional accountants and subprofessional subordinates and the total accounting program of the Harbors complex fiscal program involving diversified sources of funds, special accounting problems; ensures accurate and timely maintenance of the principal accounting records; compiles, prepares, and submits periodic financial management reports; performs financial analysis and revenue forecasts; coordinates, prepares, and issues annual audited financial statements and financial audits to comply with GAAP, Governmental Accounting Standards Board (GASB) and the U.S. OMB Circular A-133 relating to receipt of federal grant funds. Interacts and monitors the accounting of the Harbor Districts preparation and invoicing of tenants and customers such as parking fees, ground transportation permit fees, damage to state property charges and maritime activities such as port entry fees, mooring fees, dockage fees, storage fees and demurrage fees and the proper and timely payment issued by the Harbor District Offices and to remain within the ceiling of the legislative appropriations. Ensures that all Harbors Cash Balances are included for investment in the Department of Budget and Finance (B&F) Treasury Investment Pool or in the B&F Bond Investment Pool to maximize interest earnings on unspent cash. This includes maintaining and updating annually, or on an as needed basis, the List of Harbors Special Funds and Trust Funds to be included in the Participating Accounts for the B&F Treasury Investment Pool.

Revenue Accounting Unit

Oversees significant complexities arising from commercial activities and a substantial variety of private or federal sources of funds; and performs and resolves the significant complex accounting work involving subprofessional subordinates to maintain subsidiary ledgers, registers, journals, and other accounting records associated with Harbors customer fees and charges, processes data to issue invoices for non-maritime activities, primarily tenant rent invoices and issues monthly customer account statements; Invoices for parking fees, ground transportation permit fees, damage to state property charges and maritime activities such as port entry fees, mooring fees, dockage fees, storage fees and demurrage fees are issued by each Harbor District Office Services Sections staff; records the receipt of customer payments made by check or electronic payments into the CIDS/PHIMS Accounts Receivables module; responds to tenant inquiries regarding the status of their accounts; prepares deposits for the bank and Budget and Finance Treasury Deposit Receipts forms; applies payments received to Harbors customer accounts to invoices as directed or in accordance with Harbors AR policy in order to prevent unapplied cash balances from occurring in customers' accounts; reviews and resolves customer overpayments to minimize unapplied credits; reviews work processes in making recommendations to improve the receipt of wharfage reports for the efficient and effective application of information technology; calculates interest charges that need to be assessed in accordance with Hawaii Administrative Rules Chapter 19-44; reviews with Property Management Branch, the timing on lease step-ups in rent in projecting revenue for each fiscal year and the six-year financial plan; maintains wharfage, cargo statistics, coordinates delinquent collections actions with the Attorney

General's Office and manages accounts under bankruptcy protection; collects revenue accounting data to prepare work papers, accounting, and statistical reports; prepares revenue analysis, and forecasts; collects and analyzes financial data to prepare the multi-year financial plan and quarterly operating revenue forecasts; provides year-end revenue, AR, and other information to the General Ledger Unit; and prepares financial schedules for annual audited financial statements and reports.

Accounts Payable Unit

Has full responsibility involving significant complexities arising from commercial activities, and a variety of private or federal sources of funds; and performs and resolves the significant complex accounting work involving subprofessional subordinates to maintain subsidiary ledgers, registers, journals, and other accounting records; prepares summary warrant vouchers and other payments; reviews for compliance with applicable laws, rules and policies, and for proper allocation as to funds, cost centers, and object codes; maintains and reconciles security deposit ledgers; processes refunds of security deposits and other adjustments disburses cash and checks through petty cash and imprest funds if any; encumbers purchase orders, contracts, and blanket encumbrances as submitted and required by Harbors Programs; prepares purchase orders and encumbers the approved purchase orders for Administration staff offices; maintains inventory of equipment in coordination and with the assistance of the Management, Budget & Analysis staff and inventory of improvements and its recordation into the fixed asset inventory system in coordination with and with the help of the Harbors Engineering Branch and or Harbors District offices; opens and maintains files on contracts; maintains contract ledgers by posting contract encumbrances and payments; reconciles contract ledgers to FAMIS contract ledgers; corrections and adjustments to FAMIS tables; processes and tracks travel requests for Harbors; establishes controls to ensure compliance with the procurement code and other purchasing policies; coordinates p-card procedures for Harbors (includes creating the summary warrant vouchers for payments); prepares Year End 1099 statements for vendors and Internal Revenue Service.

The payroll staff of this unit manages the labor costs distribution, and other subsystems; prepares and processes payroll, transfers, and payments of vacation leave, sick leave, and workers compensation.

General Ledger Unit

Maintains the Harbors general ledger and generates trial balances on a timely basis; maintains accounting for debt service payments on outstanding harbor revenue bonds and General Obligation bonds and compliance with all revenue bond reporting requirements including bond arbitrage rebates; coordinates and compiles financial data required for the preparation of financial reports to management and holders of Harbor Revenue Bonds; reconciles bank account for petty cash checking account fund; performs continuous review of internal controls and recommends improvements to methods and procedures; ensures that the reconciliation of subsidiary ledgers, including the security deposit ledger to general ledger accounts are performed on a periodic and timely basis Track the financial transactions to prepare the financial reports regarding assets, liability, equity, and revenue or expense and support the compilation of the trial balance of debits and credits.

Maintains accounting records and prepares Act 178 Session Law Hawaii (SLH) 2006 reports of ceded land revenues obtained from third-party users of ceded lands and remits payments owed to the Office of Hawaiian Affairs through the Department of Budget and Finance in accordance with established laws, including Act 178, SLH 2006 and Act 226 SLH 2022. Prepares Journal Vouchers for payments to other state agencies and for correcting coding errors; maintains billing records for other state agencies for reimbursements costs.

MANAGEMENT INFORMATION SYSTEMS STAFF

Plans, organizes, coordinates, and directs the development, implementation, operation, and maintenance of computer-based information systems including the Harbors Comprehensive Information Database System (CIDS), Harbors Accounts Receivable System, Harbors Computer Aided Drafting, and Design System and Harbors planning and statistical systems.

Prepares, reviews, and updates a detailed program of action to systematically achieve the established objectives of computer-based information systems; directs, organizes, and coordinates activities to ensure that every part of the organization is kept firmly in step with all other parts in a unified effort toward a common end; takes appropriate action to ensure that the policies, procedures, and guidelines are clearly defined, communicated, and understood to achieve the department's automated data processing objectives.

Serves a technical advisor to management, and provides analyses, recommendations, and technical supervision on matters relating to the Harbors Division's computer-based information systems and their various equipment.

Acts as the Harbors Division's liaison with the Department's Computer Systems and Services Office, the Department of Budget and Finance's Information and Communication Service Division, consultants, and others involved.

MANAGEMENT, BUDGET AND ANALYSIS STAFF

Directs, coordinates, and monitors the activities related to the division's operating budget; develops and review operation budget execution and control procedures; coordinates and provides assistance and advice in the preparation of the divisional operating budget; conducts expenditure analysis; coordinates the preparation of the executive operating budget for the division and the quarterly expenditure plans; provides budgetary control through the review, evaluation and recommendations on staff studies for certain expenditure requests; prepares operating allotment requests; coordinates the preparation of division budget testimonies and responses to legislative requests for information concerning the operating budget; prepares variance reports; coordinates and conducts organizational analysis and recommends improvements to management; reviews proposed changes; maintains the Division's organizational charts and functional statements; conducts manpower, staffing, operational and other studies to improve efficiency and effectiveness.

Coordinate the Division's legislative activities through the review and assignments of legislative bills and testimonies; serves as liaison in amendments to Hawaii Administrative Rules; coordinates the analysis of impacts of administrative rule changes on Harbors operations and assists or conducts public hearings; coordinates a records management program.

Directs, coordinates, and participates in the procurement activities of the Harbors Division, including purchasing, inventory control, and contract administration; procures or assists in the procurement of goods and services by means of purchase orders or procurement contracts; maintains inventory of equipment, improvements, supplies, and materials in conformity with the rules and regulations of the State Department of Accounting and General Services; maintains an inventory control system, as required by applicable Port Security Grants including disposal of assets funded by federal funds; maintains property records showing percentage of federal funds used in purchases; reconciles property records with fiscal records.

ENGINEERING BRANCH

The Engineering Branch is responsible for the planning, design, construction, and maintenance of facilities for the State Commercial Harbors System.

SPECIAL PROJECTS OFFICE

Implements the Harbors Modernization Plan (HMP); develops plans for HMP project implementation; administers and manages design functions of HMP projects; coordinates construction functions and activities related to HMP; monitors HMP project schedules and performance; manages HMP related contracts and oversees consultant performance; manages HMP project budgets and expenditures; prepares capital budget requests related to HMP; maintains effective relationships and communications with the Harbor User Group (HHUG) on HMP issues.

PLANNING SECTION

Determines requirements; formulates operational and development programs; prepares project justifications; updates master plans and development plans; develops master plans through consultant services; prepares budget requests for Capital Improvement Projects (CIP) through Planning, Programming & Budgeting (PPB); coordinates programming of CIP funds and implementation of CIP projects; prepares capital project planning reports, feasibility studies, testimonies on CIP, answers public inquiries and coordinates with other agencies; reviews and processes environmental planning reports and serves as Harbors Environmental Planning Coordinator; prepares federal grant applications, and manages the administration of awarded federal grants.

Engineering Unit

From the developed master plans, the Engineering unit, in coordination with each of the Harbor Districts and approval by the Administrator, prepares project justifications, testimonies on CIP; prepares capital project planning documents, budget requests for CIP through PPB; coordinates programming of CIP funds and implementation of CIP projects.

Planning Unit

Determines requirements; formulates operational and development programs; updates master plans and development plans; develops master plans through consultant services; prepares planning reports including monthly cumulative statistical cargo reports by source of revenue with comparisons over prior year, and statistical trends; conducts feasibility studies including in-field analysis of storm drains, tidal influences, and surge into the harbor, answers public inquiries and coordinates with other agencies; reviews and processes environmental planning reports and serves as Division's Environmental Planning Coordinator. Prepares applications for federal grants and manages the administration of awarded federal grants.

DESIGN SECTION

Manages the design of the capital improvement projects; prepares schedules, plans, specifications and cost estimates for capital improvement projects; requests allotments for the design and construction of CIP; negotiates consultant scope of work and fee proposals, and prepares consultant contracts for execution; prepares environmental assessments and impact statements for CIP; holds public meetings and hearings, secures CIP related permits and coordinates design of CIP; prepares special

engineering reports and investigations; supports the Construction Section during construction of CIP.

CONSTRUCTION SECTION

Manages all capital construction projects not under or assigned to Special Projects Office; manages construction phase of special maintenance projects; holds preconstruction meetings and schedules construction activities; coordinates projects with contractor and district offices; conducts inspection of projects and enforces compliance to plans and specifications; prepares reports on construction progress, issues change orders, and prepares contract amendments; prepares and reviews estimates of project costs for payment purposes; makes field corrections of construction plans and maintains construction records; manages the projects status and construction management and inspection software systems.

MAINTENANCE SECTION

Performs periodic inspection of all harbor facilities; prepares plans and specifications for maintenance projects; budgets for and schedules repair and rehabilitation projects; establishes maintenance standards; responsible for the administration and management of as-built drawings; advises district managers on special maintenance problems and provides plans and reports; reviews plans submitted by tenants for conformance with maintenance and safety standards; and reviews heavy load operations on piers.

ENVIRONMENTAL SECTION

Responsible to develop and implement a comprehensive environmental compliance program to satisfy the Harbors requirements for compliance with State and Federal laws and department policies; Develops and manages the implementation Harbors Stormwater Management and Water Quality Improvement Program. Determines requirements and formulates operational and development programs for programmatic consultation with other state and federal agencies regarding Endangered Species Act of 1973, Migratory Bird Treaty Act of 1918, and the Magnusson-Stevens Fishery Conservation and Management Act of 2006 for Essential Fish Habitat; serve as Harbors liaison with Federal Agencies on managing migratory birds and essential fish habitats in the Harbors; arranges and provides training for the Harbors to satisfy requirements of the compliance program; performs random environmental audits with the districts to ensure compliance with program requirements. Analyzes and evaluates audit data and identifies problem areas or deficiencies and develops and implements action plans to correct any problem or deficiency; assists the Capital Improvement Program, Special Maintenance Program, District Offices and Property Management (tenant operations) to ensure programs are in compliance with the Harbors environmental program; prepares environmental compliance related budgetary and expenditure plans for legislation and legislative testimonies.

SYSTEMS RESOURCE MANAGEMENT SECTION

Develops, implements, and maintains the Harbors' Geographic Information System (GIS), to build data layers such as utility infrastructure regarding harbors property boundaries, leases, permits, cargo yards, piers, wharves, and surrounding streets and other data sets involving multilevel government agencies on Climate Adaptation and Sea Level Rise, and overall project management delivery and fixed asset resource management; locations of storm drains as submerged, partial submerged and measurements above Mean Lower Low Water, Mean Higher High Water, and environmental areas of concern; areas of known environmental impacts from abandoned

fuel lines; past, current, and future ongoing special maintenance projects and oversees the implementation and maintenance of the project management system and environmental management data system; and also integrates master plans developed for the commercial piers.

LAND DEVELOPMENT AND PROPERTY MANAGEMENT BRANCH

Provides essential real property services, which includes managing existing harbor properties and acquiring new lands. The branch focuses on developing its commercial harbors by ensuring safe cargo handling, mitigating traffic congestion, and enhancing safe roadway access. It also plans for future infrastructure needs, such as rebuilding piers in response to sea level rise and addresses the vertical development of harbor facilities due to limited land availability. This includes researching and determining the best use of lands, recommending acquisitions or dispositions, and maintaining an inventory of available properties and facilities. The branch handles lease planning and execution, issues new leases and other rental instruments, negotiates lease terms and permits, manages lease reopener, and ensures proper invoicing for lease rent adjustments. It establishes fair market rents through appraisals, resolves disputes related to lease reopeners, supports the collection of delinquent tenant accounts, and coordinates tenant relocations arising out of rebuilding projects.

LAND DEVELOPMENT SECTION

Acquires land to expand the commercial harbors, increase cargo space, improve safe roadway access into and out of the commercial harbors, and revenue opportunities through leasing or permitting land use. It involves procuring planning consultants for environmental assessments, conducting traffic and environmental studies, performing real estate appraisals and managing land surveys, and negotiating the purchase of private lands. Also, coordinates with Harbors District Managers and the Harbors Engineers to develop harbor facilities, and manage the transfer, sale, or exchange of Federal, State, and County lands.

PROPERTY MANAGEMENT SECTION

Handles the issuance, management, and termination of leases, month-to-month revocable permits, easements, right-of-entries, and other rental instruments with harbor land users. It coordinates tenant improvements and land changes, including new fuel line installations, with Harbors District Managers, Engineers, and other State Departments and/or County agencies (not inclusive of Federal lands). Also, supporting harbor rebuilding efforts by managing temporary tenant relocations, extinguishing permits, calculating financial impacts related to tenant improvements, and issuing new agreements as needed for projects addressing sea level rise.

SECURITY AND EMERGENCY DISASTER OFFICE

Plans and coordinates all statewide maritime security for all Harbor facilities infrastructure under the control of the Department of Transportation to ensure compliance with the security requirements provided in 33 CFR 105. Responsible for planning, developing, and coordinating the approval of all of the District Harbor facility security plans; makes recommendations to improve security for the offender, staff, institutions, and the public.

Responsible for planning, developing, evaluating, and maintaining the overall emergency disaster preparedness, response, and recovery program for the Department of Transportation, Harbors Division, in coordination and consistent with County, State, and Federal civil defense plans. Plans and responses are coordinated with the United

States Coast Guard Maritime Transportation System Recovery Plans under the Seaport Unified Command. This includes planning, developing, conducting, and/or coordinating training; preparing applications for federal grants; developing and maintaining the State's and Department's plan to provide mass care service and damage assessment during emergency disaster situations; completes all required reports and forms as requested by the State civil defense; insuring the preparedness and readiness of harbor resources in providing these services relating to the division's emergency disaster assistance program; and coordinates all exercises (e.g. Pandemic Influenza Preparedness Tabletop Exercises, Continuity of Operations/Continuity of Government (COOP/COG) Planning workshop, State Tsunami Exercises, etc.).

Supports and provides Division related information to the Department's Public Information Office; serves as the Division's liaison to the Department as Harbors Division's Incident Command System Public Information Specialist during disasters; strengthens community relations via the Division's website by updating and maintaining news, harbor initiatives, emergency and disaster updates as needed; performs assignments in support of disaster response; and coordinates and completes requests for information.

Assists the Deputy Director of Transportation of the Harbors Division and the Harbors Administrator to formulate, coordinate, evaluate, monitor, and audit new and/or present District Harbor facility security plans to insure statewide consistency and compliance with applicable state and federal laws. Represents the Deputy Director of Transportation of the Harbors Division and Harbors Administrator during an emergency disaster in overseeing and implementing the division's emergency disaster assistance program plans, policies and procedures, and organizing and directing its activities.

OAHU DISTRICT

Provides for the execution of commercial harbor programs as directed by the Harbors Administrator, Harbors Division. Plans, directs, controls, and coordinates the activities of District personnel in the functions of management, operations, and maintenance of harbors and related facilities in the District; surveys and analyzes the needs of major tenants and users of the harbors such as shipping agents and stevedoring contractors. Consults with the U.S. Customs, Public Health Service, Immigration Service, Coast Guard, and State Department of Agriculture and in cooperation with such agencies, works out operational practices and procedures to meet the needs of the District as a port of entry into the United States; develops and maintains in accordance with directives from the Harbors Administrator, Harbors Division, operational and business activities designed to improve the District's revenues and business relationships; maintains liaison with public and private organizations in the District on matters concerning the Harbors Division; receives, investigates and corrects when appropriate the complaints concerning the operation and maintenance of harbors and harbor facilities in the District; develops and maintains plans and procedures for meeting emergency situations involving commercial harbor activities and coordinates such plans with appropriate State and Federal authorities; provides focal point of contact for the public in all phases of the commercial harbor programs.

CLERICAL SUPPORT OFFICE

Provides secretarial support to the District Manager and stenographic support for the District.

OFFICE SERVICES SECTION

Provides the Oahu District Office with clerical, bookkeeping, and other related services required; maintains program planning and control records for submission to Staff

Services Office; accounts for receipts and expenditures of funds; undertakes purchasing of supplies and equipment; accomplishes required calculations for various accounts receivable originating in the District; submits under the supervision of the District Manager required information for consolidation into the divisional budgets; maintains inventory, property management, personnel, and other records of the District as required.

OPERATIONS SECTION

Manages the commercial harbors operations on Oahu including the control of shipping within the commercial harbors, the assignment of berthing for vessels and cargo space, the imposition of demurrage charges, traffic control, the cleaning of harbor facilities and grounds, utilization of ship services, and water lines; coordinates the security needs of port properties with the Department of Public Safety.

Landside Operations Unit

Plans, coordinates, and directs the activities of landside operations at Honolulu Harbor including reviewing traffic flows of ground transportation, passenger safety flow throughout the harbors, ground permits and other permits inside and outside the passenger terminals (e.g. hand billing, commercial activities); serves as District coordinator for matters relating to ground transportation including conflicts relating to ground transportation activities for arriving passengers' arrival and parades which transverse through Punchbowl Street onto Ala Moana Boulevard during peak passenger arrival periods; participates in the review and recommendation of Harbors ground transportation rules, policies and guidelines; plans, programs, and budgets for ground transportation studies to assist with way finding, and implementing safe traffic routing systems, pathways, and passenger safety and convenience (e.g. parking facilities, concession opportunities, etc.); oversees the effectiveness of the ground transportation rules; may be authorized to have delegated law enforcement authority (no side arms) pursuant to section 266-24, Hawaii Revised Statutes, to issue citations to violators of Hawaii Administrative Rules pursuant to section 266-24.1, HRS, such as persons operating a business without a valid permit or a tour operating in violations of the rules; provides technical advice, assistance and support to the Neighbor Islands district managers on their ground transportation matters; plans, coordinates, and directs the compliance with the terms and conditions of the ground transportation permits; oversees the implementation of ground transportation traffic flows and signage to assist with way finding and customer satisfaction.

Security Unit

Responsible for meeting the requirements mandated by U.S. Coast Guard in 33 CFR 105; oversees the security requirements of the facility security plans and to enforce harbor operational regulations for the Oahu District. Prepares the contract specifications for the procurement of contract security, manages and administers the security contracts on behalf of the District; ensures private contract security implements security measures provided in the FSP; manages the contract security in ensuring the access control requirements are in accordance with the FSP and 33 CFR for both cargo and passenger ships.

Marine Traffic Control Unit

Controls harbor traffic into and out of commercial harbors, as well as ship movements between berths in accordance to established schedules and plans. Serves as the operational focal point for all harbor operations, including dispatching of pollution cleanup crew, police, and general information sources for shipping agencies and the general public.

Pier Utilization Unit

Expedites and sees to the safe and economical movement of marine cargo across State piers. Gathers all pertinent requirements from shipping agencies, establishes and promulgates berthing assignments and provides utility services to all ships berthed at State piers.

Marine Cargo Subunit

Gathers all requirements for berthing. Displays and disseminates pertinent information covering berthing assignments to all shipping agencies, harbor control unit, pilots, and the interested public. Allocates space for, and controls movement and safety of all marine cargo passing across State piers. Coordinates maintenance services requested by user agencies by controlling and scheduling the use of utilities such as water and electricity for ships. Initiates billing charges to user agencies for services performed.

Utility Services Subunit

Provides water service to ships utilizing commercial harbors on Oahu.

Sanitation & Kalaeloa Barbers Point Unit

Provides for the cleaning of all Harbors Division facilities; removal of litter and debris from harbors; and maintenance of harbor ground areas on Oahu.

Sanitation & Grounds Subunit

Refuse & Grounds Crew

Provides for the cleanup and removal of litter and debris from harbor facilities and grounds using hand tools (brooms), heavy equipment and other mechanized devices. Provides for the care of all landscaped areas and plants on Harbors Division property.

Custodial Crew

Provides janitorial services in and around harbor buildings, piers and wharves. Keeps offices, galleries, elevators stairways and restrooms in a clean and orderly condition. Uses and maintains cleaning equipment and requests restroom supplies.

Kalaeloa Barbers Point Subunit

Provides for the operation, maintenance, and security of Barbers Point Harbor.

MAINTENANCE SECTION

Manages an approved maintenance program. Provides minor construction, maintenance, alterations, and repair of all commercial harbors, container freight, and general cargo facilities, which encompass, but are not limited to wharves, piers, catwalks, launching ramps, storage, office and terminal buildings, parking areas, container and general freight loading and discharging facilities, and all supporting utilities, including electrical, water, sewage, and drainage distribution systems; storage tanks and associated piping systems; operations, maintenance, and repair of automotive, material handling, and construction equipment for the Harbors Division; executes a controlled

preventive maintenance program; prepares specifications for the purchase of materials, equipment, and service contracts; provides trouble call and emergency service requirements; provides services for procurement of supplies, construction materials, equipment, and storekeeping.

Purchase & Account Unit

Provides timely procurement of consumable supplies, repair and maintenance materials, shop tools, and equipment for the Maintenance Section, Operations Section, and Office Services. Receives, inspects, stores, and issues all materials purchased. Reviews, audits, and prepares labor distribution submittals (accounting codes). Pre-audits invoices and statements. Maintains inventories for all the Maintenance Section's tools, office and shop equipment, supplies, and materials. Provides weekly material status reports to facilitate work scheduling.

Facilities Inspection Unit

Performs continual inspection surveys of all Oahu District commercial harbor facilities. Provides comprehensive inspection reports. Identifies maintenance and repair requirements that can be either accomplished by shop forces or by contract. Assist in the formulation of regular weekly work schedules.

Wharf Maintenance Unit

Provides skilled building trades manpower, materials and equipment to accomplish minor construction and repair/maintenance of Commercial Harbor facilities on Oahu. Assists the Construction & Maintenance Unit on multi-trade work projects.

Building and Wharf Maintenance Subunit

1. Repair fenders and bollards for Honolulu and Kalaeloa Harbors.
2. Performs preventative maintenance on pier to include the fenders, walers, and bollards.
3. Performs minor structural repairs of the piers and buildings.
4. Performs maintenance and preventive maintenance for the buildings at Honolulu and Kalaeloa Harbors.

Building Pavement and Grounds Subunit

1. Repairs pothole and pavement patches for the roads and apron/yards at Honolulu and Kalaeloa Harbors.
2. Repair fences, k-rails, gates, and barbed wire for security and Federal Security Plan.
3. Repair concrete walls, patches for operations yard, sidewalks, and driveways.

Carpentry and Masonry Subunit

1. Performs general carpentry work, replacing dry rotted doors and frames, window frames, and other carpentry repairs as needed.
2. Builds and repairs cabinets, shelves, tables, and chairs.
3. Builds walls and forms for concrete pours for masonry unit.

Equipment Operation Subunit

1. Operates digging equipment to access underground water and electrical line for repair.
2. Operates heavy machinery to assist building and wharf units with fence and wharf repairs.
3. Performs preventative maintenance on all assigned equipment.

Painting Subunit

1. Plans, draws, and paints parking lot striping.
2. Preventative Maintenance - Painting of bollards, cleats, walls, foot markers, base cones doors, window frames, and Consent Decree stenciling.
3. General office painting and refinishing of furniture.

Construction & Maintenance Unit

Provides skilled manpower, materials, and equipment to accomplish mechanical and electrical repair and maintenance work on all Oahu District Commercial Harbors. Maintains a controlled preventative maintenance program on all mechanical and electrical dynamic equipment for the Commercial Harbors. Maintains scheduled maintenance service for all vehicles in the Harbors Division on Oahu.

MAUI DISTRICT

Manages the commercial harbors and facilities on the Islands of Maui, Molokai, and Lanai. Provides for the execution of Harbors programs as directed by the Harbors Administrator, Harbors Division; plans, directs, controls, and coordinates of District personnel in the functions of management, operations, and maintenance of all District harbors and facilities; maintains liaison with public and private organizations within the District on matters concerning the Harbors Division; surveys and analyzes the needs of major tenants and users of the harbors such as shipping agents and stevedoring contractors; consults with other State and Federal agencies to develop operational practices and procedures to meet the safety and security requirements of all harbors of the District.

OFFICE SERVICES SECTION

Provides the Maui District with clerical, bookkeeping, and other related services required; maintains program planning and control records for submission to the Staff Services Office; accounts for receipts and expenditures of funds; undertakes purchasing of supplies and equipment; accomplishes required calculations for various accounts receivable originating in the District; submits under the supervision of the District Manager required information for consolidation into the divisional budgets; maintains inventory, property management, personnel, and other records of the District as required.

MAINTENANCE SECTION

Provides regular and preventative maintenance and repair on all harbor facilities and installations within an approved maintenance program and budget for Maui District.

PIER UTILIZATION SECTION

Expedites and sees to the safe and economical movement of marine cargo across State piers; gathers all pertinent requirements from shipping agencies; establishes and promulgates berthing assignments and advises on utility services to all ships berthed at State piers.

Gathers all requirements for berthing. Displays and disseminates pertinent information covering berthing assignments to all shipping agencies, stevedores, pilots, interested public, and the Maui District Manager.

KAUNAKAKAI HARBOR

Provides for the operation and maintenance of the Kaunakakai Harbor on Molokai.

KAUMALAPAU HARBOR

Provides for the operation and maintenance of the Kaumalapau Harbor on Lanai.

KAUAI DISTRICT

Manages the commercial harbors and facilities on the Island of Kauai. Provides for the execution of Harbors programs as directed by the Harbors Administrator, Harbors Division; plans, directs, controls, and coordinates the activities of the District personnel in the functions of management, operations and maintenance of all District harbors and facilities; provides security and enforces harbor operations regulations; maintains liaison with public and private organizations within the District on matters concerning the Harbors Division; surveys and analyzes the needs of Kauai tenants and users of the harbors such as shipping agents and stevedoring contractors.

OFFICE SERVICES SECTION

Provides the Kauai District with clerical, bookkeeping, and other related services required; maintains program planning and control records for submission to the Staff Services Office, accounts for receipts and expenditures of funds through P-Cards and purchase orders, work orders; undertakes purchasing of supplies and equipment; accomplishes required calculations for various accounts receivable originating in the District; submits under the supervision of the District Manager required information for consolidation into the divisional budgets; maintains inventory, property management, personnel, and other records of the District as required.

MAINTENANCE SECTION

Provides regular and preventive maintenance and repair on all harbor facilities and installations within an approved maintenance program and budget for Kauai District.

PIER UTILIZATION SECTION

Expedites and sees to the safe and economical movement of marine cargo across State piers. Gathers all pertinent requirements from shipping agencies, establishes and promulgates berthing assignments and advises on utility services to all ships berthed at State piers.

Gathers all requirements for berthing. Displays and disseminates pertinent information covering berthing assignments to all shipping agencies, stevedores, pilots, interested public, and the Kauai District Manager.

PORT ALLEN HARBOR

Provides for the operations and maintenance of the Port Allen commercial harbor.

HAWAII DISTRICT

Manages commercial harbors and facilities on the Island of Hawaii, including the control of shipping within commercial harbors, assignment of vessel berthing, and cargo space, the imposition of demurrage charges, and the maintenance of all Harbors Division facilities; provides for the execution of Harbors programs as directed by the Harbors Administrator, Harbors Division; plans, directs, controls, and coordinates the activities of District personnel in the functions of management, operations, and maintenance of harbors and related facilities in the District; surveys and analyzes the needs of major tenants and users of the harbors such as shipping agents and stevedoring contractors.

OFFICE SERVICES SECTION

Provides the Hawaii District office with clerical, bookkeeping and other related services required; maintains program planning and control records for submission to the Staff Services Office; accounts for receipts and expenditures of funds; undertakes purchasing of supplies and equipment; accomplishes required calculations for various accounts receivable originating in the District; submits under the supervision of the District Manager required information for consolidation into the divisional budgets; maintains inventory, property management, personnel and other records of the District as required.

MAINTENANCE SECTION

Provides painting, minor construction, maintenance, alterations, and repair of all commercial harbors and general cargo facilities, which encompass, but are not limited to offices, wharves, piers, catwalks, launching ramps, storage, office, terminal buildings, parking areas, container and general freight loading and discharging facilities; performs rough carpentry in repair to fender systems, wharf structures and building as well as finished carpentry in constructing and repairing partitions, doors, sash, furniture and cabinets; repairs roofs and gutters; performs a variety of other maintenance and repair duties such as masonry work, dry-docking of workboat, acetylene cutting and welding, making minor electrical repairs, and driving state vehicles; executes a controlled preventive maintenance program; when additional skilled labor is required for the maintenance of the assets, prepare specifications, procurement requests, and other related documentation for the procurement of the materials, equipment, and service contracts; and provide trouble call and emergency service requirements within an approved maintenance program and budget for Hawaii District.

Hilo Unit

Provides regular and preventive maintenance and repair on harbor facilities for Hilo Harbor.

Kawaihae Unit

Provides regular and preventive maintenance and repair on harbor facilities for Kawaihae Harbor.

PIER UTILIZATION SECTION - HILO

Expedites and sees to the safe and economical movement of marine cargo across Hilo Harbor piers. Gathers all pertinent requirements from shipping agencies, establishes and promulgates berthing assignments and advises on utility services to all ships berthed at Hilo Harbor piers.

Gathers all requirements for berthing. Displays and disseminates pertinent information covering berthing assignments to all shipping agencies, stevedores, pilots, interested public, and the Hawaii District Manager.

PIER UTILIZATION SECTION – KAWAIHAE

Expedites and sees to the safe and economical movement of marine cargo across Kawaihae Harbor piers. Gathers all pertinent requirements from shipping agencies, establishes and promulgates berthing assignments and advises on utility services to all ships berthed at Kawaihae Harbor piers.

Gathers all requirements for berthing. Displays and disseminates pertinent information covering berthing assignments to all shipping agencies, stevedores, pilots, interested public, and the Hawaii District Manager.

HARBOR ENFORCEMENT SECTION – HILO

Provides security and enforces harbor operations regulations for Hawaii District at Hilo Harbor.

HARBOR ENFORCEMENT SECTION – KAWAIHAE

Provides security and enforces harbor operations regulations for Hawaii District at Kawaihae Harbor.