

Intern Responsibilities by Department

Accounting/Finance/Procurement

The Finance Department is responsible for fiscal management of the Port of Palm Beach District and includes annual budgeting for both Operating, Renewal & Replacement and Capital Improvement Programs, Financial Reporting, Debt Service, Treasury Management, Payroll Processing, Revenue Management & Billing, Accounts Payables, Leasehold Pricing and Operation Performance and Statistical Reporting, Purchasing and Contracting.

Internship will provide an opportunity for High School Seniors and/or College students an opportunity to gain diversified experienced in governmental accounting, budgeting and procurement.

- Overview of all functional areas and understanding of workflow and processes.
- Assist with scanning ITB/RFP submittals and submission to Records Management.
- Collaborate with other departments to ensure the timely submittals of documents required for contract renewals or re-solicitation.
- Assist with procurement of goods and services including securing quotes, follow up with requesting departments and vendors as required including researching available State & Cooperative Purchasing Agreements.
- Processing of credit applications for new vendors and obtaining required new account documents.
- Assist with procurement of goods and services including securing quotes, follow up with requesting departments and vendors as required.
- Assist with auditing contract files and update as necessary, including liability insurance certificates.
- Assist with audit of contract files.
- Assist with accounts payable processing and filing including coordinating with Records Management Office on record retention.
- Assist with preparing/maintaining operation performance and statistical reports such as schedule of customer revenues and tonnage (including cruise revenue, passengers and valet vehicles).
- Assist with compiling and documenting files for records management and coordinating the Port's Records Custodian to review retention schedule in accordance with State guidelines.
- Assist with tenant billing and reporting.
- Assist with fixed asset inventory and management.
- Assist with payroll processing, general insurance structure and general ledger account reconciliation.
- All other duties as assigned.

Administration Department (Clerk's Office)

The Clerk's Office is responsible for maintaining official records, supporting the governing body in administrative and operational tasks, ensuring compliance with legal and regulatory requirements, facilitating public access to information, and assisting with board and community programs.

The summer intern will gain exposure to these core functions through a combination of primary projects and operational support activities.

- Support records management and retention processes.
- Assist with preparation and organization of board materials and documentation.
- Participate in public records management and response procedures.
- Provide administrative support across various office functions.
- Support community outreach and program-related activities.
- Collaborate with departments and office staff to gain operational exposure.
- Develop professional skills in communication, organization, and compliance.

Communications

The Communications Department is responsible for managing all internal and external communications. This includes disseminating information to port employees, commissioners, tenants, stakeholders, government agencies, the media and the public. The department also handles crisis communication, social media channels, the port website and media inquiries. The department oversees community outreach projects and promotes the port's activities and initiatives to enhance its public image.

- Assist Public Information Officer with internal, public and media relations activities.
- Create and manage compelling content for monthly e-newsletter, news releases, social media posts, and Port website
- Learn how to shoot, write and edit short videos
- Work with graphic designer on ad creation
- Helps plan port events and community service projects
- Creates and designs graphics for social media pages
- Attend community events and board meetings

Engineering (Civil)

The Port Engineer's Office is responsible for ensuring the Port remains fully operational at all times by maintaining critical infrastructure, including roads, drainage, lighting, water, sewer, and fire suppression systems. The intern will assist the Port Engineer in evaluating infrastructure conditions, defining repair scopes, coordinating with consultants, and managing construction oversight. This summer, the intern will play a key role in a large-scale project involving significant site planning and multi-division coordination.

Key Responsibilities

- **Technical Drafting:** Assist with the modification of AutoCAD drawings and ensure precise, to-scale printing for project documentation.
- **Infrastructure Assessment:** Conduct field inspections (driving the Port) to observe and report on the condition of roads, utilities, and drainage systems.
- **Advanced Data Collection:**
 - Operate aerial photographic platforms (drones) for site mapping and progress photos.
 - Operate underwater Remotely Operated Vehicles (ROVs) for sub-surface infrastructure inspections.
- **Project Documentation:** Assist in the preparation of engineering sketches and the development of formal Bid Documents.
- **Cross-Functional Communication:** Interface with Procurement, Finance, Tenant Relations, Operations, Security, and external contractors to ensure project alignment.
- **Project Management:** Support project scheduling and help facilitate coordination between various Port divisions.
- **Professional Presentations:** Prepare and deliver oral presentations regarding project status or findings to internal stakeholders.

Qualifications & Skills

- **Education:** Currently pursuing a Bachelor of Science (BS) in Civil, Environmental, or Structural Engineering.
- **Software Proficiency:** Basic proficiency in AutoCAD and general computer literacy (Microsoft Office Suite).
- **Planning:** Ability to create and manage project schedules.
- **Communication:** Strong written and verbal communication skills; comfortable interacting with diverse departments and tenants.
- **Licensing:** Must possess a valid driver's license for field inspections within the Port.

Human Resources

The Human Resources Department is responsible for all personnel related duties which include recruiting, onboarding, training, employee relations, enforcing and maintaining policies and procedures, and disciplinary actions.

- Assist with reviewing, printing and saving resumes
- Assist with creating job postings
- Filing
- Conduct research on various HR related topics
- Create various flyers for activities or events
- Prepare interview and new hire packets
- Assist with planning of office events

SKILLS/ ABILITIES:

- Proficient computer skills
- Excellent written and verbal communication skills

Information Technology

The Port of Palm Beach maintains a highly advanced and diverse technology environment, including Cisco networking infrastructure, VoIP systems, security platforms, routing and switching, wireless networks, VMware virtualization, network storage, backup solutions, management and accounting systems.

The Information Technology Intern will assist the IT Department in supporting Port staff and end users by maintaining a reliable, secure, and efficient technology environment that supports daily operations.

This internship is designed to provide a blended educational experience, allowing the intern to gain practical skills and industry knowledge necessary to transition successfully into a professional IT career.

Key Responsibilities

- Assist the Technology Team with maintenance of hardware, software, and network systems.
- Troubleshoot and resolve issues related to computers, printers, and other technological equipment.
- Perform software updates and system backups as directed.
- Research technology solutions, products, and pricing as requested.
- Research and recommend solutions that may benefit Port operations.

- Provide general technical support to staff and end users.
- Work independently and collaboratively within a team environment.
- Demonstrate strong attention to detail and problem-solving initiative.

Qualifications & Skills

- Working knowledge of Microsoft Office applications.
- Basic understanding of Microsoft Windows environments.
- Foundational knowledge of computer hardware.
- Basic understanding of computer networking concepts.
- Ability to lift up to 40 pounds.
- Ability to work at heights above 20 feet (desirable).
- Strong organizational skills and attention to detail.
- Ability to proactively seek solutions with minimal supervision.

Port Operations

Shadow and assist Port Duty Officer with:

1. Schedule & control vessel traffic
 2. Generate dock receipts for invoicing purposes
 3. Communicate with tenants regarding berth needs
 4. Enforce & track laydown areas for cargo storage / invoicing
 5. Scheduling line handlers
 6. Overall landside traffic safety
- Tariff enforcement / yearly update
 - Port operation as it relates to tenant flow of cargo
 - Space utilization throughout the port
 - Hurricane planning / preparations
 - USCG hurricane protocol, Whiskey, X-ray, Yankee, Zulu
 - Identifying new business opportunities
 - Master plan / Infrastructure develop input as it relates to tenant operation
 - Assist with capital improvement and renewal and replacement projects
 - Working in a sequence and predictable path toward a goal
 - A basic understanding of jobsite safety is helpful

Tenant Relations

The Tenant Relations Department is responsible for all tenant relations of the Port of Palm Beach and includes monitoring, interpreting and ensuring all tenants are in compliance with their agreements, meeting with current port tenants on a regular basis to establish and maintain a positive working relationship, trouble-shooting and management control for tenant concerns, requests and/or complaints, in addition to working closely with various departments on a regular basis.

- Assist with monitoring, interpreting, and ensuring all tenants are in compliance with their agreements.
- Attend meetings with current port tenants on a regular basis to establish and maintain a positive working relationship. .
- Assist with troubleshooting and management control for tenant concerns, requests and/or complaints.
- Assist with the licensing process for service providers and ensures the documentation are in compliance with Board established requirements.
- Assist Manager of Contract Compliance and Accounts Receivable on ensuring proper billings for tenant leases and operating agreements.
- Assist with the development/maintenance of Tenant lease documents including summary of each amendment.
- Assist with compiling and documenting files for records management and coordinating the Port's Records Custodian to review retention schedule in accordance with State guidelines.
- Assist with the development/maintenance of contractual agreement tickler file - triggers located within the agreement.
- Assist with schedule meeting and minutes for the annual tariff process to ensure sustainability of Port critical infrastructure and facilities.
- Assist with developing/maintaining electronic file for active lease agreements (includes scanning all documents and naming the file according to the agreement)
- Assist with researching and reviewing other Port operation performance including Tariffs and assist with the creation of benchmarks.
- Assist working closely with multiple departments on various projects.
- Assist Research/create special analyses for various projects as requested.
- All other duties as assigned.

Ozinga's Intern Responsibilities

Port of Palm Beach Cement Terminal

The Intern is responsible for performing routine maintenance on plant equipment and ensuring that the yard area is properly maintained and organized.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Consistently maintain all safety precautions, using all safety gear and protective equipment.

Assist terminal operators in and around the yard with loading, unloading, sorting, and maintaining all work areas.

- Move products to and from storage areas, docks, vehicles, or containers by hand or using other equipment.
- Sort products based on specifications, paying close attention to detail in attaching tags and marking products for identification.

- Clean and perform other routine maintenance work on equipment, the driver's room, bathrooms, warehouse, bins, carts, and other containers.
- Maintain equipment storage to ensure inventory is protected.
- Ability to be flexible in work assignments and open to working in multiple areas and locations as necessary to get the job done.
- Active listening to receive oral instructions and read work orders to complete work assignments.
- Accurate recording and maintaining of work tickets/orders as instructed.
- Participate in training courses to successfully operate loading/unloading equipment.
- Assist with loading and unloading cement products off ships.

Ready-Mixed Concrete Plant

Learn the process to produce concrete from raw materials and additives according to predetermined specifications using computer batching software. The Batch Operator will verify that the correct admixtures are used in the proper dosages and will then provide verification that the concrete batched meets the specifications established by the company and the customer.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Batch and load at the appropriate time to arrive on the jobsite as scheduled
- Complete all paperwork in its entirety and forward as applicable
- Review raw material requirements for next day/future order and place orders with quarries/haulers
- Send Admixture inventories on weekly basis to supplier to ensure sufficient inventory is onsite
Personnel Supervision
- Monitor job performance and productivity
- Coordinate's drivers schedule, calls off drivers, if necessary, based on workload
- Ensure that all employees are using all necessary Personal Protective Equipment (PPE) and are working safely
- Maintenance of Plant/Yard General Housekeeping
- Oversee or complete all maintenance needed for the safe and efficient operation of the assigned plant including plant/yard inspections and maintenance (as per the Plant Maintenance Schedule)

Sales

Promote Concrete and Cementitious Materials to customers including general contractors, highway contractors, concrete contractors, poured-wall contractors, commercial and residential flatwork contractors, civil contractors specializing in soil work and other contractors who require cementitious materials for various applications.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Develop a reasonable sales forecast for customers that will enable the company to reach profit goals.
- Identify, develop, and maintain new and existing customers.
- Evaluate bid opportunities to determine the most cost-effective quotation proposal while understanding geographical constraints and supply availability.

- Work closely with operations to ensure customer volume and quality demands can be met.
- Handle customer questions, issues, and concerns and seeks to resolve in a cost effective and timely manner.
- Prepare timely and accurate reports, as requested.
- Attend regular sales meetings.
- Promote and sell Cementitious Materials
- Communicate changes to project quantities or delivery schedules in a timely manner.
- Visit job sites regularly to receive customer feedback and ensure customers demands are being met.
- Assist with accounts receivables, as necessary, for customers that are behind on paying invoices in accordance with the company AR guidelines.
- Participate in company safety program.
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GLOBAL RESPONSIBILITIES:

- Regular attendance and physical presence at work are essential functions of this position.
- This job may require additional duties not listed above and the employee may be asked to perform those duties to meet business needs.

SKILLS/ ABILITIES:

- Demonstrated ability to follow instruction and work independently.
- Demonstrated ability to successfully handle multiple tasks simultaneously.
- Accuracy and attention to detail is a must.
- Excellent written and verbal communication skills
- Ability to read and interpret maps.
- Proficient computer skills
- Ability to climb ladder to check inventories and or to perform plant maintenance.

WORKING CONDITIONS:

- Most of the work is performed outside.
- Exposure to elements of weather including heat, cold, rain, and dust.
- Occasionally/frequently exposed to rough, muddy, walking surface.
- Intermittent exposure to moving parts/ pieces of equipment.
- Frequent exposure to cement, lime, dust, oils, diesel fuel, and other substances that may cause burns, be toxic or explosive if handled incorrectly.
- Frequent exposure to water and wet conditions.
- Fast paced environment with a need to respond to ever changing scenarios.
- Exposed to moving mechanical parts, vehicles, heavy construction equipment, toxic or caustic chemicals, and outside weather conditions.
- Noise level is usually moderate but can be high and requires personal hearing protection on occasion at job sites, plants, and laboratories.
- Flexible in work assignments; open to working in multiple areas as necessary to get the job done.

PHSYICAL REQUIREMENTS:

- Regularly required to talk or hear; frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- Frequent periods of extended sitting.
- Occasionally need to climb heights of up to 100 feet.
- Occasional need to stretch, reach, and grab.
- Occasional lifting of up to 50 lbs.
- Occasional periods of walking across uneven surfaces.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus.