

Zespół Szkół Zawodowych i Ogólnokształcących (Technikum)
Complex of General Education and Vocational Schools (Technical Upper-secondary School)
Gdynska 5, 83-330 Żukowo, Poland

Technician Economist

Occupational skills covered by the school curriculum:

- Application of the principles of material, financial, and human resources management and various forms of marketing activities.
- Calculation and interpretation of statistical measures and processing of results.
- Preparation of standard documents and reports concerning enterprise operations, production, sales, and services.
- Operation of technical office equipment.
- Registration and analysis of business transactions.
- Management of financial settlements with the state budget, tax authorities, insurance institutions, banks, and other organizational units.
- Management of correspondence concerning personal, financial, and trade issues.
- Preparation of operational plans for the organizational unit.
- Calculation of business effectiveness indicators for the organizational unit.
- Organization of logistics processes within the organizational unit.
- Compliance with occupational health and safety regulations, fire protection, and environmental protection requirements.
- Application of legal regulations relevant to occupational tasks.

Logistics Technician

Occupational skills covered by the school curriculum:

- Planning, organization, implementation, and control of logistics tasks by land, air, and water transport.
- Planning and organization of warehouse operations.
- Planning and organization of material procurement in production and distribution processes.
- Selection of packaging and preparation of goods for distribution.
- Calculation of logistics service costs.
- Application of systems for goods identification and marking.
- Registration of municipal services infrastructure and calculation and analysis of technical infrastructure operating costs.
- Organization and implementation of recycling services.
- Organization of public passenger transport services and preparation of timetables for municipal, intercity, and regional transport operations.
- Management of the supply chain and goods transport in line with material flow.
- Determination of cycle and safety stocks as well as order timing and volumes.
- Application of quality system procedures in the performance of logistics services.
- Calculation and monitoring of logistics costs.
- Compliance with occupational health and safety regulations, fire protection, and environmental protection requirements.
- Provision of first aid in case of work-related accidents.

Port and Terminal Exploitation Technician

Occupational skills covered by the school curriculum:

- Planning and execution of tasks related to port and terminal operations in accordance with current procedures.
- Identification of the qualities of goods and cargo to be warehoused or transported.

- Selection of appropriate handling equipment and vehicles for cargo operations in ports and terminals.
- Preparation of loading plans for transport means in ports and terminals.
- Reading and interpretation of technical and operational documentation concerning transport means.
- Organization and execution of tasks related to servicing transport means in ports and terminals.
- Performance of tasks related to warehousing, storage, and handling of goods and cargo in ports and terminals.
- Use of IT tools in planning, organization, and operation of ports and terminals.
- Organization of tasks related to passenger services in ports and terminals.
- Performance of tasks related to the operation of material-handling machinery in ports and terminals.
- Organization and execution of tasks related to maintenance, inspection, and repair of internal transport equipment and vehicles.
- Preparation of documentation concerning transport, warehousing, and handling of goods and cargo in ports and terminals.
- Compliance with occupational health and safety regulations, fire protection rules, and environmental protection requirements.

Road transport technician

Occupational skills covered by the school curriculum:

- drive, control and operate motor vehicles in accordance with road traffic regulations and authorizations held, using maps and auxiliary devices used in the means road transport,
- assess the technical condition of road transport means and select repair and regeneration methods,
- select means of road transport depending on the type of goods transported and provide transport services,
- plan the driver's working time, operation and use of road transport means,
- prepare documents related to the transport and operation of road transport means,
- select forms of insurance in road transport and determine the scope of material liability, personal and solidary, for entrusted property,
- estimate and calculate road transport costs using computer programs, and, in addition, in the scope of professional tasks performed:
- comply with occupational health and safety, fire protection and environmental protection regulations and ergonomic requirements,
- provide first aid to victims of accidents at work and in health-threatening situations and life,
- apply legal provisions regarding running a business, labor law and protection personal data,
- use a foreign language and use foreign-language sources of information,
- organize the work of a small team.

Railway transport technician

Occupational skills covered by the school curriculum:

- operate rail traffic in various operational situations at traffic stations and adjacent routes,
- operate devices used at level crossings, power supply and rail traffic control devices, and evaluate their technical condition,
- organize, supervise and coordinate the shunting works of railway carriers and users of railway sidings at the railway station,
- document the time and place of work of individual carriers,
- plan the demand for wagons and traction units and organize their work,
- qualify wagons in terms of suitability for national and international transport,
- perform technical and commercial checks on trainsets,
- perform works related to the operation of wagon breaks,
- plan the work of the station, train crews and shunting teams and organize and carry out shunting work,
- determine and register transport tariff charges and perform activities related to the operation of ticket and luggage counters and freight counters,
- organize the transport of persons, consignments and loads,

- control load securing against unauthorized access,
- communicate with Staff while operating railway traffic using communication equipment,
- send and receive messages using signalling used in rail transport,
- use and prepare documentation related to the operation of rail traffic and shunting work,
- use the Safety Management System (SMS) procedures when operating rail traffic and when a railway incident occurs,
- classify and differentiate between rolling stock used for passenger and freight transport,
- perform work related to the service of stations and points of loading,
- follow procedures for preparation of trains and the transport of persons and goods,
- use Computer programs supporting railway traffic management and documenting professional tasks performed,
- use the timetable and the train traffic diagram,
- observe occupational health and safety, fire and environmental protection regulations and the requirements of ergonomics,
- follow the rules of culture and professional ethics in communication with other people,
- organize and manage the work of a small team.

Freight Forwarding Technician

Practical skills and tasks of a freight forwarding technician:

- Transport planning and organization: Choosing the most suitable modes of transport, means of transport, and transport routes.
- Customer acquisition and negotiations: Securing contracts, negotiating terms of agreements and freight forwarding service prices.
- Cost calculation and settlements: Calculating forwarding service costs as well as issuing and settling customer invoices.
- Document preparation and management: Preparing all documentation related to transport and forwarding, including billing and transport documents.
- Cargo handling and warehousing organization: Coordinating loading, unloading, and temporary storage of goods.
- Transport process supervision: Monitoring transport progress and handling operations.
- Optimization of transport resources: Consolidating shipments and finding return loads.
- Customs clearance services: Organizing and preparing the required documents for customs clearance.
- Specialist consulting: Providing clients with support in choosing means of transport, route planning, cargo securing, and insurance.