



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Manager, Marine Operations – North	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region(s)</b>
33-9055	Inuvik	Beaufort Delta Region

## **PURPOSE OF THE POSITION**

To provide management to marine facilities and ferry vessels at the Peel River crossing near Fort McPherson and the Mackenzie River ferry crossing near Arctic Red River. This position also manages specific operational and upkeep responsibilities for the Peel River crossing near Fort McPherson and at the Mackenzie River ferry crossing near Tsiigehtchic. The position administers contracts for carrying out the ferry operations, refit, launching and haul-out operations.

## **SCOPE**

The position is located in Inuvik, reports to the Regional Superintendent, and takes technical direction from the Manager, Marine Engineering in Hay River. The incumbent applies technical and professional skills and knowledge to manage contractor carrying out the operation and mechanical support of Government of the Northwest Territories (GNWT) ferries located at Fort McPherson and Tsiigehtchic to ensure proper and timely maintenance, repairs and overhaul of the vessels and the shore equipment. The position also plans and delivers ice operation techniques. The incumbent will manage an operations budget of \$3 million for contracted ferry operations.

## **RESPONSIBILITIES**

- 1. Under the supervision of the Regional Superintendent, plans and manages the operation of the Department's northern fleet of ferry vessels (Abraham Francis and Louis Cardinal) by:**

- Managing and administering ferry operation contracts.
- Ensuring the integrity and functionality of 2 ferry camps, working with other divisions and departments of the GNWT.
- Ensuring contractor direction to crews concerning such operational issues as the timing of launches and hauls out, establishment of emergency procedures and contingency plans, crew and passenger safety, ice and shallow water operations.
- Liaising with the Manager of Marine Engineering in developing safety plans for all ferries and shore infrastructure.
- Working with the Assistant Director, Marine Services and Manager of Marine Engineering, to maintain an updated set of Standing Orders for each ferry and camp operations.

**2. Administers contracts for the maintenance and repair of marine facilities and ferries to ensure serviceability by:**

- Conducting surveys of vessels and recommending refit activities following haul-out and Transport Canada Ship Safety Branch inspections.
- Managing contractor staffing, casual or seasonal trades and any employees, and monitoring contractors engaged in refit work.
- Managing work related to welding and cutting repairs and miscellaneous mechanical repairs and maintenance to ferry vessels including: hulls, ramps, superstructures, main and auxiliary diesel engines, air compressors and receivers, hydraulic pumps, rams and piping, pneumatic throttle steering controls, sheaves, marine gears, shafts and couplings, propellers, winches, bilge, fire, and water systems and other vessel components in compliance with Transport Canada Ships Safety Branch both during refits and when authorized by the Manager, Marine Engineering arranging for during breakdowns.
- Ensuring service and repair of shore equipment and facilities such as generators, haul out winches slipways, shop equipment and mobile equipment.
- Arranging for estimating parts and services for the maintenance and repair of vessels and shore facilities and equipment.
- Conducting stock checks/inventories of machinery, parts, materials and tools as required.
- Managing day-to-day operations at the Mackenzie and Peel River Crossings, contacting the shift Captains and Operators with regard to crew and machinery.

**3. Ensures contractor(s) provide on-site supervision and inspection duties relating to ferry operations to ensure operating efficiency by:**

- Ensuring testing of vessel systems and machinery, shore equipment and mobile equipment.
- Inspecting ferry operations for compliance by engineers with required maintenance standards and by all crew members with standards established for keeping all areas of the vessel clean and tidy.
- Reviewing depth sounding, ice and weather conditions, which influence navigation.
- Examining ships logs, engineers logs, generator logs, and other records maintained by contractors.

- 4. Ensures contractor(s) eliminate problems that jeopardize or impair normal ferry operation:**
  - Identifying and organizing resources for maintenance to landings, approaches and camp areas and monitoring their utilization.
  - Operating mobile equipment by contractor crew(s) such as front-end loaders, a hydraulic excavator and crawler tractors, owned or dry-leased by GNWT in shore maintenance activities, in emergency and urgent situations.
  - Monitoring work such as dredging and ice clearing to maintain the navigability of ferry crossings carried out by the contractor(s).
- 5. Engages contractor(s) to participate in the preparation for and execution of launches and hauls out of ferry vessels for:**
  - Organizing workers, equipment, and facilities (winches, mobile equipment, slipways, etc.) in preparation for launching/haul out of vessels.
  - Optimizing time for launching/haul out of vessels having contemplated conditions that might interfere with these operations.
  - Laying and anchoring the main draw cable for the Peel River cable ferry at launch time and removing it at haul out time.
  - Rigging cables and operating winches and mobile equipment during haul out and launching of vessels.
  - Responsible for launching/haul out operations.
- 6. Assists Manager, Marine Engineering in administering the construction phase of project implementation by:**
  - Reviewing the work of field staff to ensure completeness of work layout, construction testing and diary records.
  - Ensuring contractor's compliance with contract specifications and plans.
  - Interpreting contract plans and specifications in case of dispute.
  - Resolving complaints received from municipal authorities, utility companies, contractors, the public and other agencies.
  - Receiving and certifying progress claims from contractors for payment processing by the Administrative Officer.
  - Preparing "as-built" plans or ensuring contractor production and preparing and issuing contractor performance and final construction reports.
  - Setting up and conducting final inspections.
  - Ensuring that all necessary arrangements for staff, accommodations, vehicles, equipment and supplies are made.
- 7. Assists Manager, Marine Engineering, Hay River in providing technical expertise and marine transportation experience by:**
  - Making routine and special inspections of the ferry operations to advise on:
    - Compliance with applicable vessel operation and maintenance standards;
    - Adherence by Captains and contractors to the tenets of the Canadian Shipping Act, Safety Codes and Transportation Directives;
    - Suitability of vessel haul out facilities for utilization when required;

- Maintenance and upkeep of approach causeways; and
  - Development of long range capital forecasts and refit plans.
- Performing research and providing recommendations as required by Manager, Marine Engineering in:
  - Conducting feasibility and cost studies of any extraordinary additional requirements of the Department Directives;
  - Suitability of vessel haul out facilities for utilization when required
  - Maintenance and upkeep of approach causeways; and
  - Development of long range capital forecasts and refit plans.
- Using technical resources and marine expertise of the contractor to "trouble shoot" emergency situations such as mechanical breakdowns, vessels stranding with subsequent supervision of recovery operations, and shallow water situations requiring the institution of dredging or dragline operations.
- Providing instruction in ice navigation techniques.
- Performing a liaison function as directed by Manager, Marine Engineering in respect of ferry operations with the Canadian Steamship Inspection Service in carrying out of annual and quadrennial surveys of ferry vessels as required under the terms of the Canada Shipping Act.

**8. Manages the day-to-day operations and ensures the serviceability of all marine facilities and equipment.**

**9. Represents the employer by conducting ongoing communications/consultation and promotional process with customers, clients, community entities and Federal agencies.**

**10. Performs other duties to maintain operational efficiency such as:**

- Attending work related meetings and training seminars.
- Picking up or unloading from carriers, goods required for operations and maintenance; delivering to contractor's parts or equipment to be machined, modified or repaired.
- Ensuring ferry camps, workshops and storage areas are in a tidy and usable condition.
- May be required to travel to southern (Fort Simpson and Fort Providence) ferry crossings on infrequent occasions to assist with repairs or maintenance of ferries and marine facilities.

## **WORKING CONDITIONS**

### **Physical Demands**

Incumbent is exposed to physical demands including lifting, pushing, pulling, climbing, bending, and working in awkward positions; twice per week, duration of 2 hours.

### **Environmental Conditions**

Daily work outdoors is required in a full range of seasonal conditions and sometimes in extremely cold temperatures; 2 hours/day in winter, 6 hours/day in summer. The incumbent

is frequently exposed to noise, dust, harmful chemicals and fumes, solvents and paints. The hazard of personal injury, property loss, or damage are encountered when conditions are unsafe (e.g. wet, slippery conditions), the ferry must continue to operate.

### **Sensory Demands**

The incumbent must be able to investigate and determine the nature of problems in the equipment, as well as be able to arrange for service and repair. These are multi-sensory tasks which may occupy 1-4 hours each week.

Attention must be paid during the course of all work to the safety of co-workers. The incumbent may be required to conduct their duties in conditions of poor visibility.

### **Mental Demands**

Well thought out approaches to equipment servicing and repair are required when performing all duties, to ensure efficient maintenance of the vessel equipment on a timely basis. The incumbent will be expected to make important decisions daily and will experience fluctuating workloads throughout the week.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have the following technical knowledge:

- Ability locate and diagnose mechanical problems;
- Ability to interpret vessel specifications;
- Knowledge of standard repair methods, tools, equipment and techniques;
- Knowledge of all of the vessel equipment;
- Expertise in Occupational Health and Safety (OHS) aspects.

### **Typically, the above qualifications would be attained by:**

- 3rd class Marine Engineering Certificate or equivalent such as Red Seal Journeyman electrical or mechanical with relevant experience;
- Valid Medical Examination Certificate;
- Valid Marine First Aid Certificate;
- Fifteen years' experience in managing operation of large diesel engines.;
- Managerial experience is required;
- Safety courses and relevant certifications.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

### **Aboriginal language:** Choose a language

- ☐ Required
- ☐ Preferred