



## IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Manager, Marine Operations	
Position Number	Community	Division/Region
33-14767	Fort Simpson	Deh Cho

## PURPOSE OF THE POSITION

The Assistant Manager, Marine Operations is responsible for assisting two Marine Managers with the management of two ferries and shore infrastructure in order to provide for the safe, reliable and economical ferry service for two locations on the Northwest Territories highway system,

## SCOPE

On behalf of the GNWT, The Department of Infrastructure carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

This position reports to the Manager, Marine Operations (Manager) and is located in the Fort Simpson Regional Office which also serves as Marine Services Headquarters. Marine Services works towards enhancing the local employment, training and business opportunities in the marine field to the greatest extent possible.

The incumbent ensures all crew members on the two GNWT ferries are fully trained in dealing with normal and emergency operations at two ferry crossings. Through safety audits and inspections the crew of each ferry must demonstrate and prove their abilities to the Assistant Manager for the safety of the travelling public.

The Assistant Manager establishes and maintains contact with other GNWT departments, the Shipping Industry, Transport Canada Ship Safety, Navel Architectural firms and ensures compliance with relevant acts, regulations and procedures including the *Canada Shipping Act*,

Oil Spill Handling Facilities, hydrographic obligations, ferry crossings infrastructure, safety audits and safety training for all GNWT Ferry and shore operations personal.

## **RESPONSIBILITIES**

- 1.** Assist in the development of plans and strategies for the implementation of projects to ensure adequate resources are available.
- 2.** Assist the Manager by making regular, routine and special inspections of the ferry operations to advise on:
  - Refit and repairs following haul-out assessment of ferry vessel hull.
  - Compliance with applicable vessel, alterations, operation and maintenance standards;
  - Adherence by Captains and contractors to the tenets of the *Canadian Shipping Act*, (Act) Safety Codes and Transportation Directives;
  - Maintenance and upkeep of approach causeways and development of long range capital forecasts and refit plans.
- 3.** Inspect vessel haul-out facilities to ensure that maintenance standards are being met and that they are in a state of readiness prior to launch and final haul-out.
  - Ensure preparedness throughout the season for any emergency haul-outs.
- 4.** Perform a liaison function, as directed by the Manager, regarding ferry operations with the Transport Canada Ship Safety in carrying out of annual and quadrennial surveys of ferry vessels as required under the terms of the *Act*.
- 5.** Assist the Manager on all major modifications of ferry vessels ensuring that contractors comply with the terms of the modification specifications and their workmanship is consistent with good shipyard practices and is responsible for the progress and effective operation of such modifications.
- 6.** Assist and provide direction to own forces staff involved in refits, managing and operating the departments ferry vessels.
  - Supervise the launching and haul-out of ferries;
  - Assist the Manager in developing training programs for vessel crews which are designed to meet operational needs of the program as well as the affirmative action objectives of the GNWT.
- 7.** Provide administration support to the Manager and/or the Marine Captains, as required:
  - Assign work, establish objectives, conduct performance evaluations, and initiate disciplinary action;
  - Act for the Operations Manager when absent and perform applicable duties;
  - Ensure compliance with Occupational and Health Safety(OHS) standards;
  - Review Vessel Standing Orders with Manager and contractors operating ferries;

- Monitor marine apprenticeship or other programs so community residents may qualify for recruitment into the service on existing and new ferries;
- Perform surveys on various GNWT small crafts and vessels; provide condition reports and assessments to the client departments;
- Coordinate the involvement of other agencies/ departments / organizations such as Arctic College, the Department of Education, Culture and Employment, and federal departments regarding Employment and Immigration;
- Provide support for affirmative action candidates involved in training at southern centers;
- Identify ongoing training needs, and available courses including OHS related;
- Participate in hiring staff and writing job descriptions for own force ferries.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

Incumbent experiences long distance travel by small aircraft in confined and limited spacing.

Supervision and inspection of projects refit, launching and haul-out of ferries involves exposure to extreme cold conditions.

Inspection work is carried out, and under vessel hulls, propeller shaft tunnels, voids and tanks and in confined areas such as engine rooms which are subject to noise and fumes.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is exposed to long work hours during emergency repairs, ice operations, haul-out and launching of vessels.

Incumbent will experience cultural differences and varying expectations of local contractors, travelling public and work force, and the pressure to meet deadlines.

The incumbent is required to travel to Ferry sites by scheduled airlines, small plane, helicopters and land transport vehicles during various types of weather conditions.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Specialized technical knowledge of marine engineering;
- Knowledge in all elements of small vehicle ferry design construction, refit and operations;
- Knowledge of standard repair methods, tools, equipment and techniques;
- Knowledge of all of the vessel equipment;

- Knowledge of Transport Canada Ship Safety requirements, *Canada Shipping Act*, and other regulatory aspects;
- Knowledge of, and skilled with construction practices in the North; sensitive to the regional economies, social, cultural and environmental conditions;
- Able to locate and diagnose mechanical problems;
- Skilled operator on a GNWT owned Ro-Ro Ferry.
- Skilled and able to motivate and manage wide variety of people (subordinate staff, contractors, clients) involved in meeting project requirements.

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

- Small Vessel Machinery Operator Marine (SVMO), Certificate of Competency issued by Transport Canada;
- 5 years' experience as a Small Vessel Machinery Operator;
- 5 years of experience with construction practices in the North;
- Valid NWT Class 5 Driver's License.

**ADDITIONAL REQUIREMENTS**

**Position Security**

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 applicable)**

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