



## IDENTIFICATION

Department	Position Title	
Infrastructure	Senior Project Officer, Marine	
Position Number	Community	Division/Region
33-15040	Hay River	Marine Transportation Services

## PURPOSE OF THE POSITION

The Senior Project Officer, Marine is responsible for managing the risk, quality, and progress of refit and maintenance projects for Marine Transportation Services (MTS) and Canadian Coast Guard (CCG) vessels, equipment and facilities using the contracted shore-based maintenance operations, forces and contractors to successfully complete projects on time, within budget, to specified standards and within the agreed scope. The work contributes to the long-term viability and profitability of MTS and is undertaken within the legislative and policy framework responsible for ensuring equipment and personnel are trained/certified and competent to perform duties in accordance with the Canada Shipping Act, Federal and Territorial policies, guidelines and departmental procedures.

## SCOPE

MTS is responsible to provide essential marine transportation services that deliver deck cargo and bulk petroleum products including consumer goods, diesel, gasoline and aviation fuel and construction materials using a fleet of GNWT-owned vessels to communities on Great Slave Lake, the Mackenzie River and the Western Arctic coastal region in the Northwest Territories, Canada. MTS relies on primarily a contracted labour force that specialize in electrical work, machining, welding, carpentry, and general labor to carry out its operations.

The GNWT purchased the marine assets of a previous operator during its bankruptcy proceedings in 2016. These assets included shallow-draft high horsepower tugboats, barges, land-based loading and storage equipment, a loading terminal, shipyard, Syncrolift and maintenance facility in Hay River, freight handling terminals in Inuvik and Tuktoyaktuk and other land holdings around the NWT.



Located in Hay River and reporting to the Manager, Shipyard Operations, the Senior Project Officer, Marine provides detailed planning, coordination, and execution of projects related to the refit and maintenance of MTS and Canadian Coast Guard vessels, equipment and facilities. The position focuses on project specific implementation, contractor oversight and maintaining high standards of safety quality and environmental compliance.

MTS operations present a unique physical environment with severe climate and operational conditions that affect program delivery. Commercial shipping services are by their nature an industrial operation. The position must work with and build strong and collaborative relationships and effective channels of communication with regulatory authorities, Indigenous and community governments, contracted staff and contractors and customers to identify innovative and creative solutions that fit the physical, operational, climatic, technical and financial realities of MTS. MTS operates on a revolving fund and must balance operational efficiency with financial sustainability while fulfilling its public service mandate of providing reliable and cost-effective transportation services to northern communities.

The results of the incumbent's work contribute to the deployment of the Canadian Coast Guard's and MTS's marine assets on schedule as provided for in the Marine Sailing Schedule; not meeting this schedule has significant negative effect to the budget, logistical capacity, delivery of goods and fuel, and business reputation. The results also contribute to the safety of staff and public, operational efficiency and cost effectiveness of MTS's operations and services and reduce the GNWT's exposure to safety and environmental liabilities.

## **RESPONSIBILITIES**

### **1. Plans, organizes and implements the program of improvements, maintenance and refits for the MTS vessels, equipment and facilities and CCG's vessels.**

- Develops plans and strategies for the implementation of technical marine projects, including business production and/or organizational priorities, work methods, procedures, acceptance criteria, quality performance, and shipyard goals.
- Oversees and coordinates activities in areas of safety and personnel, production, scheduling, material handling and quality and ensures compliance with all Safety, Quality, Divisional and Regulatory directives in conjunction with Manager, Shipyard Operations and the Coordinator, Quality, Health, Safety & Environment.
- Establishes project schedules and sequencing for all stages of project planning and implementation for each project with due consideration for maintaining operations.
- Establishes workforce and contractor requirements to implement each project; arranging for additional manpower and contracted services as required.
- Develops and manages project budgets, ensuring alignment with MTS financial goals and objectives.
- Identifies projects that will require the services of a consultant and contractors.



- Identifies consultants and contractors to be invited to submit proposals for the design implementation of the project.
- Applies knowledge of marine engineering principles as applicable to vessel design, new construction, refit of vessels and vessels systems and marine facilities.
- Responsible for delivering projects in accordance with MTS and customer service quality standards and requirements
- Identifies and implements opportunities to achieve GNWT policy objectives throughout all stages of project planning and implementation, (particularly Business Incentives, Local Accommodation, Local and Northern Involvement policies) and takes action to achieve policy objectives.

**2. Manages project team and provides supervision to supervisors, foremen and Contractors involved in the delivery of projects.**

- Manages the delivery of projects/work undertaken by own forces or combination of own forces and as and when contractors/contracted forces.
- Mentors staff assigned to help with projects providing technical advice, training and support.
- Follows and enforces collective agreements and best practices to manage project team.
- Identifies and organizes training and certifications required by staff to perform project work activities.
- Identifies potential risks and implements and enforces Health, Safety, Environmental, Regulatory and Quality processes to eliminate safety hazards on the projects in coordination with the Coordinator, Quality, Health, Safety & Environment.
- Collaborates across shifts and discipline specific workforce assigned to the projects.
- Responsible for timekeeping administration and approval of corresponding invoicing from workforce contractor on projects.
- Ensures work crews minimize material waste and unnecessary delays in implementing the projects.
- Collaborates with Manager, Shipyard Operations to eliminate inefficient work practices and promotes continuous process improvement on the projects.
- Collaborates with supervisors and foremen to establish daily and weekly project goals monitors and holds workforce accountable for performance, ensuring compliance with GNWT standards, as well as federal and industry regulations related to marine transportation and shipyard operations.
- Escalates technical trade issues related to projects with supervisors and foremen and implements solutions as identified.
- Coordinates with project stakeholders, contractors, and regulatory bodies to maintain compliance with safety and operational standards.



**4. Maintains and promotes reliable and efficient operation of all vessels, equipment and installations.**

- Coordinates and oversees regular inspections, diagnostic testing, checks and verifications on equipment condition and performance.
- Manages and coordinates emergency repairs and alternatives to minimize interruption of service.
- Manages the adjustment, calibration, re-alignment and repair of equipment and installations to the required operational reliability and performance standards.
- Reports equipment failures and abnormalities in equipment performance and recommends corrective action.
- Verifies that operational reliability and performance levels have been restored after repairs and overhauls.
- Maintains drawings, data and inventory to "as built" status.
- Maintains adequate supply chains for materials, spare parts, tools and test instruments to perform emergency repairs and deliver the preventative maintenance program.

**5. Manages the maintenance of all marine systems, mobile assets and MTS's facilities in accordance with the principles of life cycle management and sound engineering and environmental practices.**

- Provides input into MTS's 5-year capital plan and 20-year needs forecast plans for marine asset maintenance, refit, refurbishment, and replacement, as well as the Division's shipyard and terminals facility fixed asset infrastructure to meet life cycle management and regulatory compliance.
- Collaborates with the Manager, Shipyard Operations, to establish annual refit needs and implementation schedules.
- Develops best practices for project planning, implementation and risk management.
- Maintains records of preventative maintenance undertaken and oversees the implementation and use of the computerized maintenance management system.
- Provides strategic advice on capital planning, fleet upgrades, and infrastructure development to support the long-term viability of MTS.

**6. Plans, coordinates and manages the implementation of projects.**

- Initiates, researches, develops and coordinates project scopes of work.
- Provides guidance, identifies and provides appropriate resources/support for projects.
- Prepares terms of reference, requests for proposals, tender requests and cost estimates for undertaking projects.
- Oversees the preparation of detailed specifications for undertaking projects.
- Acts as the primary point of contact for project stakeholders, including MTS, CCG, Transport Canada, and other regulatory agencies.
- Leads meetings with project consultants, contractors and affected, territorial, regional and local governments/organizations and individuals.



- Reviews and interprets contracts, plans and specifications.
- Coordinates the purchasing, production and shipping and approves all requisitions and invoices for materials used in the projects.
- Reviews monthly progress claims, verifies progress of work, approves payments and resolves technical and financial issues related to projects.
- Negotiates changes to projects and prepares change order documents.
- Undertakes interim and final inspections with project team to confirm project complies with the contract, and that the work is of acceptable quality and has progressed in accordance with the plans and specifications.
- Investigates and resolves technical difficulties and disputes encountered during execution of projects.
- Monitors and reports on project progress, schedules and budgets both internally and to project stakeholders.
- Manages vendor performance during the execution of contracts.
- Undertakes warranty inspections and ensures all identified deficiencies have been corrected.
- Prepares reports on cost drivers to ensure projects are completed within acceptable variance
- Liaises with regulatory authorities to provide regular reporting on licensing requirements and confirm work is completed to required environmental and safety standards and regulations.

## **WORKING CONDITIONS**

### **Physical Demands**

Required to conduct inspections and conduct work around shipyards, vessels and remote work location. This could involve walking through industrial settings, climbing ladders or stairs on vessels, or standing for extended periods of time. Occasional lifting, handling or positioning of equipment or materials to undertake work.

### **Environmental Conditions**

Daily involvement in industrial setting with exposure to chemicals, toxic or unpleasant fumes, extreme heat/cold, humidity, vibration, noise, heavy equipment, dirt and dust. The role may require exposure to various weather conditions cold, heat, wind, and rain. Appropriate personal protective equipment will be worn in these environments.

### **Sensory Demands**

Working around heavy equipment, noisy environments, and operational vessels requires heightened awareness of safety hazards. The role also demands attention to multiple technical



and operational details, requiring strong sensory acuity, especially during site inspections or troubleshooting activities.

### **Mental Demands**

The position is responsible for overseeing complex projects, managing tight deadlines, client needs and ensuring regulatory compliance, which can create high mental stress. The need to troubleshoot urgent issues, coordinate various stakeholders and manage financial and safety concerns which can result in high cognitive demands especially during peak project phases and to meet sailing schedules.

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

- Knowledge of project management, including methodologies, tools, estimating, forecasting, budgeting, expenditure tracking and financial management.
- Project management abilities coordinating large scale projects with multiple stakeholders,
- Knowledge of marine industry and transportation standards, Canada Shipping Act, Transport Canada Regulations, Lloyd's Register of Shipping Standards, non-destructive testing, and regulatory compliance with Canadian Coast Guard and Department of National Defence.
- Knowledge of shipyard management, shipbuilding, repair and refit, classification guideline, bulk petroleum products and material handling, labor, safety and product related territorial and federal regulations and practices.
- Knowledge of safe work practices, Workers' Safety and Compensation Commission regulations and Labour Canada Part II rules.
- Knowledge of ISO 9001 Quality Management Systems, ISO 14001 Environmental Management Systems, ISO 45001 Occupational Health and Safety Management Systems
- Familiarity with northern project management challenges, including logistics, construction practices, managing contractors and contracts and the cross-cultural and political context.
- Experience in managing contracts and contractor performance with understanding of procurement processes and ability to manage multiple contracts simultaneously.
- Analytical, consulting and problem-solving skills, with sound judgement, right sense of urgency, and creativity in decision-making.
- Planning, organizational, decision-making, time and risk management and contingency planning skills to meet deadlines, prioritize tasks and manage activities in a fast-paced, multi-task environment.
- Communication (written and oral) and interpersonal skills, enabling effective interaction with government departments, regulatory agencies, industry, municipalities, Indigenous organizations and the public.



- Ability to lead, advise and coach team members at all levels, including contracted personnel, with tact and diplomacy.
- Capable of working collaboratively in a cross-cultural, team-oriented setting and adaptable to new ideas.
- Skilled with collective agreements, negotiating, implementation, resource management, conflict resolution and grievance settlement (union and non-union as applicable)
- Proficiency in word processing, spreadsheet, project management, and financial management software (e.g., Microsoft Word, Excel).
- Ability to foster positive relationships with internal and external stakeholders enhancing collaboration for successful project delivery.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A bachelor's degree in engineering with 5 years of project management experience in large-scale industrial and marine projects.

Equivalent combinations of education and experience will be considered.



## **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 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

### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred