



## IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Shipyard Operations	
Position Number	Community	Division/Region
33-15201	Hay River	Marine Transportation Services

## PURPOSE OF THE POSITION

The Manager, Shipyard Operations is responsible for the efficient management and profitability of the Department of Infrastructure's Hay River Shipyard, while ensuring that high standards of quality, safety and environmental protection are maintained. The Manager, Shipyard Operations is the authorized representative of the shore based maintenance operations, working 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

The Department of Infrastructure (INF) is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

On behalf of the Government of the Northwest Territories (GNWT), the Department of Infrastructure also carries the responsibility for strategic planning for GNWT's long term investment in the development of the 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.

Marine Transportation Services (MTS) is responsible for the effective and profitable provision of essential marine transportation services and the immediate and long term viability of the business. The Division accomplishes this through the deployment of the GNWT's owned fleet of



vessels to transport goods on Great Slave Lake, the Mackenzie River, and the waters off the Arctic coast, and the effective use of the GNWT's Shipyard and Marine Terminals. Each vessel will normally have twelve (12) crew, thirteen (13) if a Pilot/Navigator on board.

The Division is also responsible for the purchase and delivery of bulk petroleum products to six (6) water accessible NWT communities served by the Petroleum Products Program and to diesel power plants in eight (8) NWT communities served by the Northwest Territories Power Corporation (NTPC), in addition to other communities located on the Western Arctic.

The Manager, Shipyard Operations (Manager) is based in Hay River and reports to the Director, Marine Transportation Services. Working with, and supporting other Managers, the incumbent must optimize fleet deployment of chartered/owned vessels to address customer demand and maximize long term profitability, while ensuring a safe and efficient marine operations. In an environment of government restructuring, fiscal restraint and rising public expectations the Manager must provide the necessary leadership and direction to ensure that dry goods and fuel are delivered and projects are completed given the challenges.

The Manager is responsible for the planning and execution of the Division's Shipyard Operations pertaining to hull maintenance and for supporting the Division's marine engineering and mechanical maintenance operations. Unlike other government divisions which are funded, this Division operates as a self-funding business which requires profits to sustain itself. The ability of the Manager to effectively manage the Division's Shipyard and support fleet maintenance has a direct impact on the ability of the Division to be self-sustaining.

The position is responsible for the monitoring and oversight of the Division's Recruitment Services contractor and acts in the capacity of contract authority for all aspects of Shipyard related labour under the Division's Recruitment Services contract. Shore based personnel employed by the Recruitment Services contractor are unionized and work under the provisions of the Public Service Alliance of Canada (PSAC) collective agreement. This position provides direction to the Division's Recruitment Services contractor's supervisors and monitors their performance on a daily basis to ensure that the Shipyard operations plan is successfully and safely executed. This is essential to support the deployment of the Division's marine assets on schedule as provided for in the Division's Marine Sailing Schedule; not meeting this schedule has significant negative effect to the Division's budget, logistical capacity and business reputation.

In liaison with the Recruitment Services contractor's delegated onsite management personnel, the Manager provides oversight for the efficient, safe, quality operations of up to fifty (50) seasonal shore based personnel. The majority of these positions are year round when the Division engages in commercial contracts with winter refit programs. This is required to support the successful functioning of assets and operations for timely transportation of petroleum products and dry goods to NWT communities in Great Slave Lake, the Mackenzie



River and the Arctic coast. The job holder provides oversight to the Contractor who is responsible for ensuring that all shore based personnel are suitably trained, certified where applicable, and are aware of the requirements of all functions and roles for their assigned positions, including but not limited to (as applicable); *Canada Shipping Act* and Transport Canada Regulations for vessel repairs and or refits; Lloyds Register of Shipping Standards and Procedures for barge repairs; Canada Coast Guard (CCG) procedures and specifications for CCG vessel repairs, refurbishment and/or refit programs.

The Division's Shipyard is a profit centre with significant opportunity to negotiate and achieve commercial contracts with Public Works and Procurement Canada (PWPC) for work on Canadian Coast Guard vessels and other marine operators. The Manager, Shipyard Operations has lead responsibility in marketing the Division's Hay River Shipyard services by establishing and fostering relationships with marine industry clientele, preparing bids, negotiating and overseeing commercial contracts. Additionally, the Manager is involved in the research and development of other potential contracts, in keeping with the abilities and guidelines' of the MTS Shipyard operations that generate revenue without adversely affecting the Marine Sailing Schedule and contractual commitments.

Safety sensitive work is performed on a daily, continuous basis within the Division's Shipyard. As such, this position is responsible for ensuring that all shore based personnel are suitably trained and aware of all Safety, Health and Environmental standard operating procedures in cooperation with the Division's Coordinator, Quality, Health, Safety and Environment and other managers as applicable. The Manager is a key participating member of the Division's Joint Occupational Health & Safety Committee and must be fully versed with the requirements for the applicable personnel to perform safety sensitive work assignments (WHMIS, confined space, fall protection, etc.).

The position is responsible for ensuring that workmanship is performed by certified and competent, fully trained and well experienced personnel. The Manager is the Division's designated representative on the Canadian Welding Bureau (CWB), and must be fully familiar with their requirements to support achievement of vessel certifications while ensuring that procedures, equipment and personnel are certified and compliant with the applicable Canadian Standards Association (CSA) Standards W59 & W47.1 (minimum). Working with other Managers as applicable, the position requires good communications, scheduling and knowledge of operations and marine repairs to coordinate the determination of docking and undocking to meet obligations and objectives. A solid knowledge and understanding of the *Shipping Act*, Transport Canada's regulations and Lloyds' standards is required to ensure vessels are in a maintained and operational condition. Maintaining a relationship with Transport Canada and Lloyds is critical to ongoing operations.

The position is responsible with other Managers to develop and maintain the Division's Marine Sailing Schedule and is subsequently responsible for cost performance and meeting budget



objectives. This is very important as the sailing schedule forms the basis of the Marine operations budget, the largest component of MTS operating budget, and also sets the program for all MTS cargo traffic coordination and planning, for both cargo and marine maintenance and their subsequent budgets and budgetary responsibilities.

This position develops a budget for the long range capital plan for new equipment, maintaining assets, equipment and facilities and manpower loading, with due consideration to quality, safety, the environment and continuous improvement.

The Manager is responsible and fully familiar with Canadian Coast Guard (CCG) vessel refurbishment and refit programs, and working with PWPC along with contractual tender submittals, contract negotiations and awards and project execution. The Manager must have experience and knowledge on all facets of the contractual work; hydro/pneumatic testing, non-destructive testing, metrology, metallurgy, calibration, megger testing, and associated specifications and procedures.

The incumbent is responsible for the SyncroLift hoisting platform, Shipyard rail transfer tracks, dollies and rail transfer carriage operation and maintenance, the most crucial and essential equipment in the Shipyard facility. The position shall develop schedules and budgets for the continued inspection, maintenance and upgrade of the Shipyard facility infrastructure to reduce and negate any possibility of down time or non-operation periods that could adversely affect the Marine Sailing Schedule and the business performance of the Division.

This position has a significant amount of autonomy in making decisions about the business direction relative to the Division's commercial Shipyard on a day to day basis. The Manager must react and respond to many factors that impact the business operations and meeting scheduled and/or contractual obligations and shall represent and effectively communicate as applicable to all GNWT management and senior officers of agencies as required and directed.

## **RESPONSIBILITIES**

1. Contributes to the profitable operations of Marine Transportation Services (MTS) by ensuring effective, cost efficient use of the Shipyard's' labour and equipment resources to maintain the Division's fleet of vessels to meet or exceed customer demands.
  - Keeps informed of all applicable regulatory and/or legislative changes and/or updates to ensure compliance.
  - In liaison with the Coordinator, Quality, Health, Safety and Environment, establishes Standard Operating Procedures (SOPs) for all shore based activities in keeping with sound industry practices.
  - Ensures that all shore based equipment is safe and operational, and all of the right equipment is available as required to complete the designated work program.
  - Schedules maintenance of key equipment so as to negate or reduce the possibility of delays that would have a negative impact on the Division's sailing schedule.



- Schedules manpower and equipment to ensure that all plans, timetables, objectives, can be met.
  - Monitors learning plans established for Recruitment Services contractor personnel to ensure training /certifications are completed and/or up-to-date, and qualifies each individual as capable of safe, effective and efficient delivery of assigned work tasks.
  - Provides support to other Managers' to ensure that all certifications and required regulatory documentation are maintained; all equipment properly installed and verified; any repairs, refits, refurbishments have been properly completed, tested, verified and recorded.
  - Provides effective communications and information updates as required to keep the Recruitment contractor's Supervisory/Lead hand personnel informed through regular meetings (weekly, bi weekly, and daily, as applicable).
  - Reviews work to ensure quality and completion of scheduled tasks, addresses any concerns so as to nurture a good working environment, and commends personnel accordingly to promote confidence and team building.
2. Prepares and submits annual operating budgets to the Director, Marine Transportation Services for planned hull maintenance of the Division's marine assets, including all barges and tugs scheduled for deployment into service to support the Divisions' Marine Sailing Schedule, as well as all planned maintenance and upgrades of the MTS Shipyard facility fixed asset infrastructure. Also prepares budget estimates for out of service marine assets to be put back into service with all required certifications in place. The incumbent is responsible for Shipyard's annual operating budget performance and reports on budget variances on a monthly basis.
  3. Promotes commercial shipyard services and sales by maintaining relationships with key customers, including PWPC to be aware and up to date on planned contracts requiring the provision of northern commercial shipyard related goods and services. PWPC contracts performed at the Shipyard have ranged from \$1 million to \$6 million. Future project opportunities are indicated to be the \$20 million range for a five year projects.
  4. Manages sound environmental protection and safety practices in accordance with established policies and prescribed standard operating procedures at all times.
    - Maintains a clear understanding of established procedures, policies, prescribed standard operating procedures, fuel spill prevention and contingency plans, and works in conjunction with the Coordinator, QHSE in support of the Divisions continuous improvement initiative in the area of QHSE.
    - Promotes and oversees safe operating practices and ensures due diligence is exercised by all staff and personnel.
    - Ensures corrective action is taken as a result of safety and environmental audits.





- Actively involved in the Divisions' Joint Occupational Safety and Health (JOSH) committee and promotes the active participation and involvement of all personnel.
  - Works with the Coordinator, QHSE, and intradepartmental jurisdictions (Energy and Natural Resources, Municipal and Community Affairs – Fire Marshall's Office) to complete environmental assessments and targeted actions in a timely manner.
5. Performs liaison functions with regulatory agencies Transport Canada and Lloyd's Register of Shipping, to ensure that vessels assets are maintained in strict accordance with all applicable regulations, coordinate inspections and surveys, discuss and negotiate inspection contracts and fees, and scheduling to meet the Division's Marine Sailing Schedule. Liaison with Canadian Coast Guard and PWPC on contract tenders to secure commercial shipyard services contracts for the Division.
  6. Participates in the development and maintenance of the Division's Marine Sailing Schedule along with other Managers to ensure that prescribed dates for marine assets to be made available for service.
  7. Develops, submits and maintains the Division's 5 year capital plan and 20 year needs forecast plans for marine asset hull maintenance, refit and refurbishment for the Division's fleet of 60 barges and 8 tugs, as well as the Division's shipyard facility fixed asset infrastructure.
  8. In liaison with the Recruitment Services contractor's head representative on site, establishes the development of an organization of professional, technical, and certified support staff, capable of effective and efficient delivery of assigned programs.
  9. In cooperation with the Department of Infrastructure, the Manager is responsible for the day to day operations of the Shipyard and associated support buildings and equipment, and ensures communications, safety, security, maintenance, offices, equipment, facilities, heating, air conditioning and all essential services are in place and functional to support the management, staff, crew and manpower to complete the planned seasonal activities as obligated while working within the Shipyard.
  10. Inspects all site operations and projects on a regular basis to verify quality of work, contractor's methods and adequacy of contract administration procedures.
    - Reviews and selects 3<sup>rd</sup> party trades contractors to support required specialized maintenance work that cannot otherwise be performed by the Recruitment Services contractor, negotiates and ensures contracts are in place for their services in accordance with the GNWT's procurement and contracting policies and practices and acts as the contract authority representative for such contracts.
    - Maintains positive working relationships with all contractors and evaluates value and ability to meet objectives and quality of work.



- Maintains a Project Management role on all projects and is the designated GNWT contract authority for all subcontractors assigned to projects.
11. As applicable, prepares briefing materials to the Director, Marine Transportation Services on programs, services, budgets, development, and opportunities, major issues facing the Division and the Department with respect to Shipyard based issues.
  12. Reviews, provides comments and advises on existing or proposed GNWT policies and procedures which relate to the Division's operations to ensure consistency with marine and shore based regulations and policies.
  13. Maintains positive public relations with the marine, construction and maintenance industry, local municipal government, aboriginal governments and the general public.
  14. Promotes positive customer relations, focusing on providing quality service and developing future business opportunities in MTS's Marine and Shore based related service systems.
    - Identifies opportunities for continuous improvement.
    - Identifies opportunities to improve customer service.
    - Listens and responds to customer issues and provides constructive feedback to maintain positive relations.
    - Identifies areas of potential business growth and expanded customer base.
    - Develops connections and relationships to exterior resources and related business and industry to promote business opportunity and identify potential revenue sources.
  15. Attends related marine, industry, business, GNWT, Transport Canada, Lloyd's Register of Shipping, training, seminars, conferences, trade shows and other events, to stay familiarized and current with all aspects of Marine Shipyard current events, industrial development and opportunities.
  16. Coordinates with the other Managers to ensure complete and thorough shipyard support and capability to meet planned schedules and objectives for the docking and undocking of marine assets and completion of marine asset surveys and inspections.
  17. Participates in and supports Divisional objectives.
    - Participates on assigned projects as required.
    - Participates as member of the operations team and provides support as required.
    - Participates as a back-up Manager for other positions if, and as, required.
    - Participates as a member of all Safety management committees
    - Participates in all continuous improvement actions and initiatives for the development of the Division.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual Conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of marine industry standards, *Canada Shipping Act*, Transport Canada Regulations, Lloyd's Register of Shipping Standards, DND, CCG, American Bureau of Shipping, etc.
- Expertise in all facets of the Marine Transportation Services operations shore and marine operations, handling of dry cargo and bulk petroleum products.
- Expertise in marine industry related project management and the ability to apply Shipyard management and operations knowledge and skills.
- Knowledge and expertise in marine refurbishment, repair, refit and rebuild.
- Applicable industrial and marine safety standard knowledge.
- Thorough knowledge and expertise with Environmental standards ISO 14001 Environmental Management System, Quality Assurance/Quality Control/Quality Management Systems, ISO 9001.
- Knowledge and expertise in Welding, CSA CWB, AWS CCG, and Lloyd's Register of Shipping; Non-Destructive Testing CSA, CGSB, AWS, and ASTM, ASME as applicable to marine industry standards.
- Ability to subcontract and utilize exterior resources.
- Skilled with collective agreements, negotiating, implementation, resource management, conflict resolution and grievance settlement (union and non-union as applicable).
- Strong organizational and time management skills.
- Strong critical thinking and decision making skills.



- Effective written and verbal communication skills including the ability to maintain high professional communications in difficult circumstances.
- Effective operational risk management and contingency planning skills.
- Ability to develop, schedule, forecast, manage, budget and track expenditures.
- Ability to demonstrate leadership, initiative, and professional judgment.
- Analyze and evaluate complex issues and develop suitable approaches and options to effectively deliver Departmental and Divisional programs.
- Ability to seek and/or pursue the needs of clients, potential clients and stakeholders to establish effective working relationships that support mutual goals.
- Ability to work within and/or lead a team.
- Ability to travel if and as required accordingly.
- 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:**

- Diploma in Engineering (such as but not limited to Electrical, Marine, Mechanical, Metal Fabrication/Welding, Industrial, etc.); and, 3 years Industrial experience preferably in the Marine Industry including a minimum 3 years working experience in a supervisory/managerial position;

OR

- 10 years Industrial experience preferably in the Marine Industry; including a minimum 3 years working experience in a supervisory/managerial position; and, a minimum 2 years of Project Management responsibility.

Equivalent combinations of education and experience will be considered.

**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

**Indigenous language:** To choose a language, click [here](#).

☐ Required

☐ Preferred