

EASTERN CANADA RESPONSE CORPORATION

POSITION DESCRIPTION

POSITION: **Region Manager – Great Lakes Region**

LOCATION: Region Office – Corunna, Ontario

REPORTS TO: President

SUMMARY OF POSITION

The Region Manager is responsible for the overall management of the region, including the implementation of corporate standards, procedures and training, staff administration and the maintenance, on a 24 hours basis, of an initial oil spill response capability. The Region Manager participates with corporate office staff in the development and application of corporate standards. In the event of an oil spill within the region of up to 2,500 tonnes (Level 3), the Region Manager is responsible for directing the response on behalf of the Corporation.

SCOPE OF RESPONSIBILITY

The management of a region having one Response Center and one Enhanced Response Area, assets of up to \$15 million, an annual operating budget of up to \$1.5 million, a staff of up to 7 full time persons and a trained oil spill response team available on a 24 hour basis to respond to a marine oil spill up to 2,500 tonnes.

Fills the position of Spill Response Manager on the Corporate Spill Management Team for marine oil spill (Up to Level 3) and alternate or backup of President and General Manager for Level 4 marine oil spills.

WORK PERFORMED

- Directs responses to marine oil spills up to 2,500 tonnes (Level 3) throughout the region.
- Capable of acting as alternate spill response manager for a level 4 response.
- Manages and maintains the readiness of region personnel, equipment and contractors to respond to an oil spill on a 24 hour/day, 365 day/year basis.
- Develops and maintains response plans for the region.

- Develops and manages region operating budget.
- Ensures the development, updating and maintenance of training programs.
- Ensures the training of region personnel and contractors in spill response matters is current and completed.
- Develops and ensures completion of an exercise program for the region.
- Ensures the development of operational and maintenance procedures.
- Serves as spokesperson within the region.
- Ensures the proper and effective functioning of administrative and financial programs within the region consistent with corporate policies.
- Ensures on-going interface with government agencies and members.
- Supports certification submission and ensures certification requirements are met.

SUPERVISION RECEIVED

Works under the general direction of the President and General Manager. Develops own objectives and programs. Works with corporate office staff in the development and establishment of corporate programs and inter-regional support.

QUALIFICATIONS

The position of Region Manager requires proven skills in operational management and in leading/motivating personnel. The position requires detailed knowledge of marine oil spill response equipment, deployment techniques and operational management. Experience in hiring, contracting, training and planning is a pre requisite. Demonstrated ability to represent organizations with the public, media and governmental and other regulatory bodies is required. Required experience includes a minimum of ten years in operational management activities preferably in the petroleum or chemical industry during which an extensive period was spent in oil spill response activities.

