



## Maintenance Support Work Description

EASTERN CANADA RESPONSE CORPORATION/  
LA SOCIÉTÉ D'INTERVENTION MARITIME, EST DU CANADA

|                    |            |                    |                         |
|--------------------|------------|--------------------|-------------------------|
| <b>Department:</b> | Operations | <b>Reports to:</b> | Response Centre Manager |
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### SUMMARY OF POSITION

The Maintenance Support position is responsible for ensuring the readiness and reliability of all response equipment through scheduled maintenance, repairs, and inspections. This role emphasizes preventive maintenance, inventory accuracy, and compliance with safety standards. It also supports preparedness activities and contributes to maintaining ECRC's certification requirements.

### KEY RESPONSIBILITIES

- Perform routine and preventive maintenance on oil spill response equipment, vehicles, vessels, trailers, and communications systems.
- Conduct inspections to verify operational readiness and document findings in the regional inventory and maintenance database.
- Ensure all maintenance activities comply with safety protocols and environmental standards.
- Assist in planning and scheduling maintenance programs to minimize downtime and optimize equipment availability.
- Maintain awareness of new technologies, tools, and best practices related to equipment maintenance.
- Supervise small groups of responders or contractors during maintenance activities, training, or response operations.
- Participate in spill response operations and exercises, as required and support the training of contracted responders, particularly in equipment use, deployment, care, and maintenance.
- Support special projects related to equipment upgrades or modifications as required.

### DIRECT REPORTS

None



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### WORKING RELATIONSHIPS

Works under the general direction of the Operations Supervisor with frequent interaction across departments and with external contractors.

### QUALIFICATIONS

- Technical diploma or mechanical trade certification with minimum of 5 years' experience in mechanical fields.
- Proven experience in equipment maintenance and repair, preferably within the marine or industrial sector, including diagnostics, repair, and maintenance of diesel and gasoline engines as well as hydraulic equipment.
- Experience leading or supporting preventive maintenance systems and software, including cost tracking and budgeting.
- Experience using the Microsoft Office suite, with the ability and willingness to adapt to new technologies.
- Valid Class 5 driver's license; marine related certificates considered an asset.
- Proven ability to perform effectively in high-pressure, fast-paced environments, with flexibility for urgent, short-notice travel (up to three weeks).
- Strong communication skills (written and oral).
- Excellent organizational and planning skills; bilingualism is an asset.
- Excellent interpersonal skills, strong organizational and work-planning skills.
- Ability to work effectively in both official languages is an asset.

### SPILL RESPONSE DUTIES: ICS ROLE & RESPONSIBILITIES

In the event of an oil spill within the region, the Maintenance Support may be required to aid with logistics or planning and/or to fill an operational role in the field.

### Additional Notes

Participate in routine response exercises and Incident Command System (ICS) training.  
Travel as required.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_