



ECRC ~ SIMEC

EASTERN CANADA RESPONSE CORPORATION IS HIRING!



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POSITION TITLE:

MARINE OPERATIONS COORDINATOR

The position of Marine Operations' Coordinator is responsible for:

- assisting in the management of the ECRC marine fleet (vessels and barges), in accordance with regulatory and operational requirements
- assisting in the management of the company's Vessel of Opportunity (VOO) plan
- providing interface between ECRC, vessel owners, operators, government agencies, members in preparation of specifications for marine operations-related projects (i.e., vessel builds, refit work, etc.)

If you are seeking a fast-paced, dynamic environment, and you reside in Ottawa, QC, NS or NL area), we invite you to send us your resume and cover to demonstrate your:

- experience (min 5 yrs) in marine management and fieldwork (i.e., completing marine surveys or inspections, completing refit and build specifications, developing marine operations procedures, directing maintenance and repair work on marine assets, small vessel commercial operations).
- completion of minimum 3-year diploma in marine related field or demonstrated combination of education and experience and equivalent marine ticket.
- ability to work effectively in both official languages.

Join our mission and drive operational excellence for a cleaner, safer Canada.



Marine Operations Coordinator Work Description

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

Department:	Corporate	Reports to:	Senior Manager, Materials and Asset Management
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SUMMARY OF POSITION

The Marine Operations Coordinator assists the Senior Manager, Materials and Asset management in managing marine vessels and barges, focusing on regulatory compliance and lifespan management, as well as managing the company's Vessel of Opportunity (VOO) plan. The position will work closely with personnel at all six response centers, supporting their related activities.

In the event of an oil spill up to 2,500 tonnes (Level 3), the Marine Operations Coordinator supports response operations in one of three functions: Operations Manager, Planning Manager, or Spill Response Manager on the Corporate Spill Management Team. Additionally, the Coordinator acts as an Operations or Planning team member for Level 4 marine oil spills.

KEY RESPONSIBILITIES

- Assists in the management of the ECRC marine fleet, including refit and construction of marine assets (vessels and barges), in accordance with regulatory (Class and Transport Canada) and operational requirements.
- Provide consistent interface between ECRC, vessel owners, operators, government agencies, members and ECRC centres in support of the preparation of specifications for marine operations-related projects, including vessel builds, refit work, and other related items.
- Conduct inspection on marine assets, and complete certification submissions to ensure certification requirements are met externally and understood internally to promote safe and efficient operations.
- Work with vessel owners to maintain a detailed list of vessels for the VOO Plan and collaborate with response centers to identify and complete training opportunities.
- Assist with the preparation and management of the Marine Operations, Capital, and Non-recurring budgets to ensure the proper and effective implementation of administrative and financial policies.

DIRECT REPORTS

Directly – up to 2
Indirectly – up to 5



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WORKING RELATIONSHIPS

Works under the general direction of the Senior Manager, Materials and Asset management. Collaborates with corporate office staff and response center staff in the development and establishment of corporate programs and inter-regional support.

QUALIFICATIONS

- Minimum of five years' experience in marine management and fieldwork (i.e., completing marine surveys or inspections, completing refit or directing maintenance and repair work on marine assets, small vessel commercial operations).
- An equivalent combination of education and relevant experience may be considered, including demonstrated marine experience and possession of an equivalent marine ticket.
- Academic Education (Preferred). Completion of a minimum 3-year diploma in Naval Architecture, Marine Mechanical Design, or a related field.
- Understanding of Transport Canada Marine Regulations, Classification rules and ABYC standards and how they apply to marine assets and operational requirements and experience in the completion of supporting technical documentation.
- Experience working with a variety of stakeholders, including the marine industry, public, government, and other regulatory bodies to complete scopes of work within strict timelines.
- Ability to work effectively in a fast-paced, dynamic environment in both official languages.
- Previous experience supporting multiple locations preferred.

ASSET QUALIFICATIONS

- Detailed knowledge of marine oil spill response equipment, deployment techniques, and operational management is an asset.
- Please indicate if you have any of the following certifications, which are not required, but are considered assets:
 - MED – Domestic Vessel Safety or equivalent
 - Confined Space Entry Training
 - Working at Heights Training
 - Small Vessel Operators Proficiency (SVOP)



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SPILL RESPONSE DUTIES: ICS ROLE & RESPONSIBILITIES

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Additionally, the Coordinator acts as an Operations or Planning team member for Level 4 marine oil spills.

Additional Notes

Participate in routine response exercises and Incident Command System (ICS) training

This position requires occasional short notice travel.

In the event of a spill, there is a requirement for relocation to spill locations on short notice and to remain in place for periods up to three weeks.

Approved: _____ Date: _____