



Owen Sound Transportation Company, Limited

Position Posting

The Owen Sound Transportation Company (OSTC) is one of Ontario's largest ferry operators providing state-of-the-art passenger, vehicle and cargo transportation services.

We are currently seeking a full-time (40 hours a week, plus on call) Fleet Operations Assistant to join our team. The OSTC is an Agency of the Province of Ontario, under the Ministry of Transportation.

Dimensions / Territory / Scope

Base of operations is located in Owen Sound, ON. This position also requires the ability to travel to company terminals and vessels located across Ontario.

- MS Chi-Cheemaun on the Tobermory and South Baymouth route,
- MV Niska 1 on the Moosonee and Moose Factory route
- MV Pelee Islander and MV Pelee Islander II on the Leamington / Kingsville to Pelee Island and Sandusky, Ohio routes.

The OSTC works with several stakeholders to achieve operational objectives, including provincial ministries and both provincial and federal regulators. The company offers excellent growth opportunities, benefits package, flexible work schedules, and a trusting environment.

Position: Fleet Operations Assistant

Reports to: Vice President – Operations

Job Purpose

Reporting to the VP – Operations, the Fleet Operations Assistant will provide daily oversight of OSTC's safety, security and environmental programs, including the company's safety management system.

Key Responsibilities and Accountability (But not limited to)

- Assist the VP – Operations in his role as Designated Person Ashore and Company Security Officer by serving as alternate DPA and CSO
- Administration of vessel and terminal health and safety program, including resolution of health and safety issues
- Development of operational policies and procedures, as assigned
- Maintenance of OSTC's safety management system, including document control process
- Maintenance of OSTC's Transport Canada approved vessel and terminal security plans
- Monitor training requirements, including training documents for validity
- Monitor crew certification



- Assist with ensuring ongoing compliance with relevant government regulations
- Perform internal safety management system audits of company vessels and terminals
- Monitor vessel certification for validity
- Review of accident / incident reports
- Maintenance of Bi-weekly safety management report

Requirements / Qualifications

College diploma or university degree in a related field. (i.e., Health and safety administration, safety management, auditing processes.)

Knowledge of the marine industry is an asset.

Demonstrated experience with safety management systems.

Demonstrated computer skills (Microsoft Word, Excel, and PowerPoint)

Salary Range: 58,500 – 67,647 (Under review)

Benefits: Comprehensive health benefit package

Pension Plan: Ontario Public Service Pension Plan (OPB)

Apply

Please apply by submitting your cover letter and resume to Stephen Shaw, VP – Operations, by 2:00 PM Thursday, August 12, 2021. Resumes received after this date will not be accepted.

Application information will be accepted by email addressed to stephen.shaw@ontarioferries.com. Please enter "Fleet Operations Assistant" in the subject line.

We thank all applicants, however, only those selected for an interview will be contacted. OSTC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.