

JOB DESCRIPTION



POSITION: Superintendent, Health, Safety, Environment and Compliance	DIVISION: Corporate
REPORTS TO: Chief Executive Officer	LOCATION: Owen Sound (preferred)
TYPE: Full Time	SAFETY SENSITIVE: Yes
UNION: No	DATE: January 20, 2023

GENERAL ACCOUNTABILITY

The Superintendent, Health, Safety, Environment and Compliance (HSEC) is the Designated Person Ashore and a key marine resource responsible to develop, implement, monitor, and verify the compliance of marine operations with the documented safety management system in accordance with the International Safety Management Code (ISM).

Reporting to the Chief Executive Officer, the Superintendent provides expertise and initiates plans related to marine safety, occupational health, environmental protection, and compliance with applicable regulations.

KEY ACCOUNTABILITIES

The primary job duties and responsibilities for the Superintendent, HSEC include but are not limited to the following:

General Management

- Leads by example to build and maintain a culture of respect, trust, productivity, and safety excellence.
- Ensures compliance with all company policies, applicable laws, regulations, and good business practices; acts on non-conforming situations as required for fair and consistent application.
- Acts as an organizational wide resource to provide subject matter expertise leading to an organizational culture that places priority on the safety and protection of employees, company resources and the environment.
- Works with Divisional Directors and Human Resources to investigate incidents thoroughly; conducts root cause analysis and develops strategies for resolution and prevention of recurrence.

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- Chairs the organization JOSH Committee.
- Advises on HSEC key performance indicators; tracks, maintains and analyses key statistical data to ensure timely reporting, continuous improvement, optimization of resources and risk management.
- Establishes and maintains effective working relationships with employees, union officials, auditors, inspectors, and contracted services to contribute to the company's reputation for competence and service excellence.
- Develops and maintains statutory, long-term relationships with Transport Canada and other federal, state and provincial officials as the company's primary contact for regulatory, safety, environment, and compliance matters.

Health and Safety

- Communicates regularly and provides support to vessel managers and crews to ensure the Company's Safety Management System is effectively implemented, understood, maintained, and complied with.
- Prepares and distributes safety memos and alerts to Division Directors, senior officers and Human Resources.
- As directed by the Chief Executive Officer, develops and implements "tabletop" emergency response exercises with the senior management to ensure the organization is prepared to respond to critical incidents.
- Works with Division Directors to investigate incidents, identify non-conformities, conduct root cause analysis, develop and implement corrective actions and document findings per the SMS system.
- Advises senior officers on marine technical matters related to safety, fire fighting, navigation, cargo operations, and emergency response.
- Develop and draft new HSEC policies and procedures in response to evolving company needs, legislative changes and maritime industry standards.
- Works with Human Resources to develop the company training program including materials for use on board vessels and delivers and/or supports senior officers in the delivery of training as required; advises and makes recommendations based on regulatory requirements and best practices.
- Identifies health risks and develops programs to improve employee well being.

Security

- Support Division Directors and the Company Security Officer (CSO) on ensuring the uninterrupted safe and secure operation of the vessel with respect to navigation, cargo, and loss prevention.

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- Supports the CSO in the development of the fleet security systems as they pertain to the International Ship Security Code (ISPS)

Environment

- Monitors the safety, security and pollution prevention aspects of vessel, air and terminal operations.
- Communicates and ensures company standards and safety culture are understood and effectively implemented; maintains strict adherence to the ISM safety management program for vessel and terminal operations.
- Participates as a key member of the safety committee.
- Acts as the company Designated Person Ashore (DPA).

Compliance

- Schedules and conducts regular internal ISM audits and reports findings according to the Company's Safety Management System to ensure systems are maintained at all levels of the organization.
- Ensures the Company's ISM Code Certification is maintained and current.
- Reports safety violation observations to the applicable person to allow individuals to take timely, appropriate corrective action in accordance with the Company progressive discipline policies and procedures.
- Works with Human Resources to ensure the Seafarer Compliance Matrix is current and relevant for the purpose of recruitment and planning.
- Works with Division Directors and Human Resources to assess training needs and ensure crew receive required training.
- Coordinates with Division Directors to plan and facilitate marine audits and to address corrective actions required.
- Develops and delivers training on-board vessels related to audit findings.

Other

- Oversees, performs and assigns other duties as required.

SPECIFIC ACCOUNTABILITIES and DIMENSIONS

Specific Accountabilities

- Ensures that all work is carried out in a safe and effective manner consistent with internal policies, procedures, and guidelines.
- Always works in a manner which respects and protects the environment, consistent with internal policies, procedures, and guidelines.

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Internal and External Contacts

- Internal: Company management and all employees.
- External: Government officials, regulatory and auditor agencies, suppliers and service providers.

QUALIFICATIONS, EDUCATION, KNOWLEDGE, WORK EXPERIENCE and SKILLS

- Bachelor's degree in Maritime Studies, Health and Safety or relevant industry certifications plus a minimum of 7 years of progressive marine industry experience or an acceptable combination of education and qualifying experience.
- Completion of a Certificate in Occupational Health and Safety.
- Sound knowledge of marine industry legislation and industry standards affecting the marine ferry sector.
- Safety Management System auditor training and experience.
- Security Officer certification and experience is an asset.
- Experience developing and delivering quality training programs to adult learners.
- Possess Chief Mate Near Coastal Certificate of Competency or higher. This requirement may be waived providing an applicant demonstrates organizational or industry education, experience or knowledge that may be considered sufficient in lieu of a First Mate Certificate of Competency as approved by the Chief Executive Officer.
- Knowledge of Canadian legislation and applicable standards including International Safety Management (ISM), International Ship and Port Facility Security Code (ISPS), Safety of Life at Sea (SOLAS), Canada Labour Code Part II and Marine Occupational Safety and Health (MOSH).
- Experience in conducting audits and conducting fair and impartial incident investigations.
- Knowledgeable about applicable provincial and federal regulations regarding ferry vessel operations and the public transportation of passengers.
- Strong organization, planning, risk management, relationship management, time management, development and implementation skills in project and operational environments with demonstrated ability to ensure work is completed safely, on time and on budget.
- Experience working effectively in a multi-cultural work environment.
- Ability to establish and maintain cooperative working relationships with peers, subordinates, and representatives of other organizations.
- Advanced verbal and written communication, analytical, risk management, problem solving, and decision-making skills are required.
- Ability to use ABS NS5, computerized record systems, personal computers, and software programs applicable to the division.

WORKING CONDITIONS

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- Mobility to work in an office environment with regular visits to terminal and vessels at dock and in transit. Ability to travel to other terminals. Requirement to respond to unplanned or time sensitive operational needs beyond standard office hours to attend evening and weekend meetings and respond to emergencies. Ability to communicate in person and over the phone. Ability to read printed materials and a computer screen.

APPROVED

Supervisor signature _____

Date _____

Supervisor name: Carl Kuhnke

Supervisor title: Chief Executive Officer