



OUTER
HARBOUR
MARINA

MARINA DE
L'AVANT-PORT

Relaxation starts here

PORT OF
TORONTO

PORT DE
TORONTO

*Supporting Toronto's
economic growth*

BILLY BISHOP
TORONTO CITY
AIRPORT

AÉROPORT
BILLY BISHOP
DE TORONTO

*Your Airport
in the heart of Toronto.*

LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY

PORTS

TORONTO

The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

MANAGER, WORKS AND ENVIRONMENTAL SERVICES

POSITION OVERVIEW

The Manager Works and Environmental Services is responsible for overseeing and leading a diverse team of trade and labour professionals focused on delivering high-quality maintenance, infrastructure and environmental services. This role has ownership of planning and executing operational maintenance activities. This includes developing work packages, project management, budgeting both operational and capital, managing contractors, maintaining asset certification, and ensuring compliance with environmental regulations while maintaining the safety, sustainability and functionality of PortsToronto facilities, fleet and marine services.

This mobile position requires 24-hour accessibility, the ability to handle time sensitive issues as well as being able to resolve problems and technical issues remotely. The Manager must be highly structured in their work approach. The Manager will work closely with other departments, internal stakeholders, government agencies, contractors, unions, and the community to implement effective solutions, optimize departmental processes, and promote environmental sustainability within PortsToronto.

This position is required to be on site.

General duties and responsibilities include, but are not limited to:

- Provide leadership and oversee the activities and responsibilities of the employees at the Works Department.
- Manage the maintenance of all PortsToronto Business Unit infrastructure and fleet assets.
- Develop and operate within approved fiscal budget limits, ensuring targeted results.
- Develop, communicate and maintain operating and administrative procedures (consistent with area procedures and objectives) designed to provide required information and facilitate internal practices.
- Ensure that all PortsToronto policies, procedures and controls are followed and that required reports are completed accurately, submitted on time to appropriate PortsToronto staff, customers and other designated personnel, and that appropriate staff and labour have a full understanding of these procedures.
- Ensure high levels of productivity and efficiency by assessing operational practices and procedures, and by developing and executing appropriate plans.
- Establishes contracts with external service and product suppliers to support operational and maintenance requirements.
- Purchase materials and services for maintenance and operational requirements.
- Raises, maintains and closes work orders.
- Provide regular training and on-going feedback to employees.
- Ensure positive relations with labour and union officials and that labour policies and union contracts are understood and followed.
- Evaluate and determine appropriate labour and equipment requirements for each vessel, ensuring availability of labour, and that equipment is available and in efficient and safe working conditions.
- Monitor status of open and active work orders.
- Quote and/or source quotes for purchases, maintenance and repairs.
- Ensure accuracy and efficiency in projected scope of inspection, maintenance and repair.
- Maintain a live communication system to capture, track and monitor repair progress.
- Maintain a live requisition system that captures requests and ensures requests are addressed in a timely manner to meet operational needs.
- Maintain a documented body of knowledge for PortsToronto with respect to maintenance tasks carried out.
- Provide leadership and oversee the daily activities and responsibilities of the employees at the Works Department.
- Maintain positive relations with labour and union representatives and ensure a full understanding of company policies, SOP's and the collective agreement is understood and followed.

SKILLS AND QUALIFICATIONS:

- Post-secondary education with a Degree, Certificate or Diploma in Construction Management, Engineering or equivalent industry experience. Post-secondary education in Marine Studies is considered an asset.
- Minimum five (5) to seven (7) years progressive experience, with two (2) years in a direct supervisory or management role in a unionized environment. Marine Industry experience would be considered an asset.
- Excellent knowledge of the Canada Labour Code Part II, regulations and any other relevant legislation pertaining to skilled trades, construction and in general, health and safety programs and training
- Proven ability to effectively manage a team, including coaching, training, scheduling, and performance management. Experience in a unionized environment is an asset.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results
- Strong decision-making skills, including strategic and critical thinking abilities
- Effective at problem solving, negotiating resolutions and conducting root cause analysis with a goal towards continuous improvements
- Excellent time and project management, organized, possessing a solid ability to plan and follow up
- Highly accountable and able to take ownership of initiatives.
- Displays ethical leadership.
- Proficient computer skills with Microsoft Office products.
- Standard First Aid/CPR “C” an asset.
- Incident Management System (IMS) 200 or 300 is considered an asset.
- Fluency in both official languages, English and French, Oral and Written is an asset.

KNOWLEDGE:

Possesses working knowledge of:

- Canadian Marine Act
- Domestic Ferries Security Regulations
- Safety Management Systems
- OHS Regulations

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com.

In the Subject Line state: **MANAGER WORKS AND ENVIRONMENTAL SERVICES**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.