



LINKING A WORLD OF OPPORTUNITY

## **SUPERVISOR, ASSET MAINTENANCE**

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

**Prince Rupert** is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert at: <http://www.youtube.com/watch?v=0UzYCnmOZMs>

### **POSITION SUMMARY**

The Supervisor, Asset Maintenance is accountable for supervising the work of the maintenance crew and performing daily work projects related to the care, maintenance and repair of all Port property, infrastructure and facilities. The Supervisor, Asset Maintenance assists with the maintenance administration of the Port's assets and the development and implementation of maintenance projects. This includes developing and activating inspection routines and planned maintenance programs, and supervising maintenance projects.

The Supervisor, Asset Maintenance is responsible for the continuous development and implementation of the preventive maintenance program, including but not limited to: preventive maintenance identification, maintenance work orders, and requisitioning new spare parts.

The Supervisor, Asset Maintenance determines the priorities for work assignments, and directs employees on which tasks are to be completed first.

The Supervisor, Asset Maintenance will ensure that workers obey all safety regulations, whether they are statutory or specific to the employer, will communicate safety procedures to employees or offer safety training to new workers, and will inspect the work environment and/or equipment to verify that no hazardous conditions exist.

## **MAJOR POSITION ACCOUNTABILITIES**

1. Supervises maintenance employees by planning, overseeing, inspecting and appraising work performed by the maintenance crew.
2. Coordinates and assists with the development, implementation and continuation of an appropriate safety management system applicable to the department, but more importantly, actively adheres to the safety rules and regulations pertaining.
3. Ensures that Port equipment and facilities are used in accordance with established safe working practices and procedures, and are maintained to a safe, reliable working standard.
4. Supervises emergency work outside of normal hours.
5. Ensures the contractor's safety & environmental programs are provided before contract work.
6. Develops good working relationship with suppliers, contractors and PRPA tenants.
7. Participates in oil-spill clean-up operations and responds to fire and/or security alarms and any other related duties.
8. Assists with, or performs, condition assessments on PRPA's assets as required.
9. Assists with the use of the 5S programs (Sort, Set in Order, Shine, Standardize, and Sustain) for all facilities under the department's jurisdiction.
10. Assists the Manager, Asset Maintenance with hiring contractors to carry out planned or emergency repairs when necessary.
11. Assists the Manager, Asset Maintenance with the planning and implementation of maintenance projects over \$500,000 and manages assigned maintenance related projects under \$500,000. This includes preparation of tenders, requests for proposals (RFP), requests for quotations (RFQ), contracts, review of bids, mandatory site visits, selection of bidders, evaluation of bidders' technical

qualifications and issuance of PO's. Makes recommendations for awarding of work to the successful bidder. Develops effective and sound definitions of project scopes, goals and deliverables and liaises with, and involves tenants and stakeholders, when required.

12. Performs any other duties as directed by the Manager, Asset Maintenance.

## **WORKING CONDITIONS**

- Works in the office and on the work site (outdoors, in and around all Port-related property).
- Regular, full-time position (37.5 hours per week).
- Regular working hours are Mondays to Fridays, 7:30 AM to 4:30 PM with 1.5-hour lunch break.
- Available after hours for emergencies.
- Physical efforts needed: climbing ladders, lifting or pulling heavy objects.
- Some exposure to dirt, oil, noise, wet weather, and cold temperatures.

## **JOB SPECIFICATIONS**

### **Formal Education**

- Journeyman (e.g. millwright, electrician, plumbing, carpenter).
- Valid Level One First Aid Ticket

### **Related Experience**

- 5 to 7 years' experience in supervisory role
- Project management experience.

### **Other Requirements**

- Able to operate forklift and aerial lift
- Knowledge on the working aspects of various trades.
- Is familiar with and can troubleshoot port facilities, with priority on water and wastewater distribution and electrical systems
- Knowledge of preventive maintenance software (e.g. ManagerPlus or any similar software) and maintenance operations.
- Good knowledge of computers and various software program, including MS Office (Outlook, Word, Excel, Power Point) and Microsoft Project.
- Able to work on multiple tasks concurrently and to effectively handle changing priorities.
- Good spoken and written communication skills.
- Able to communicate assertively with contractors and suppliers.
- Good consultation, facilitation and coaching skills.
- Good analytical, problem solving and organizational skills.

- Good relationship building skills. Able to establish and maintain effective working relationship with subordinates, peers, and superiors.
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Creative and innovative thinker.
- Demonstrated commitment to the Port's Vision and Mission.
- Possess a valid Class 5 BC Driver's License.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by [August 4, 2017](#) to:

Director, Human Resources  
**Prince Rupert Port Authority**  
200 – 215 Cow Bay Road  
Prince Rupert, B.C., V8J 1A2  
Fax: (250) 627-8980  
Email: [careers@rupertport.com](mailto:careers@rupertport.com)  
No telephone inquiries please.