



ADMINISTRATION PORTUAIRE DE TROIS-RIVIÈRES

1545, du Fleuve, Trois-Rivières (Québec) G9A 6K4

Phone : (819) 378-2887

JOB DESCRIPTION

Harbour Master

Work location :	Trois-Rivières (Qc)
Immediat supervisor :	Director of Port Operations
Employees :	None
To apply :	Send your summary at nathalie.veillet@porttr.com

POSITION SUMMARY

Inspired by its mandate under the Canada Marine Act, the Port of Trois-Rivières offers a wide range of facilities and services to the maritime industry throughout the year. Supported by a dynamic and growing team, it plays an important role in regional, national and international economic development.

Reporting to the Director of Port Operations, the Harbour Master assists with harbourmaster duties. In particular, the incumbent is responsible for marine traffic and maritime activities, as well as for applying the **Marine Transportation Security Regulations (MTSR)** of Canada (ISPS Code). The position also ensures the implementation of APTR policies, regulations, directives and procedures. Working collaboratively with port users, the Harbour Master proposes improvements aimed at increasing efficiency and productivity while ensuring compliance with environmental standards. To effectively meet the Port's operational needs, the Harbour Master must be familiar with the various responsibilities of department team members and be prepared to support colleagues when required.

KEY DUTIES AND RESPONSIBILITIES

Captaincy

- Monitor marine traffic within the Port with the support of shipping agents and Fisheries and Oceans Canada's Marine Communications and Traffic Services Centre. Update vessel movement schedules.
- Gather and process all documents related to vessels, including berth reservations, manifests, and other documents required for port fee invoicing.
- Receive permit applications related to various types of work to be carried out on board vessels, such as hot work, mooring operations, and water requests. Perform preliminary verifications before issuing the required permits.
- Ensure safety oversight of vessel servicing activities, including bunkering operations, water requests, and hot work permits.
- Consult the daily marine report for monitoring vessels expected or arrived alongside and communicate information to the appropriate agencies. Manage any conflicts arising from overlapping vessel arrivals at the same berth or other berths.
- Register vessels in the Pro-navire software system and ensure that information is simultaneously updated on the Port's website.
- Liaise daily with the Marine Communications and Traffic Services (MCTS/INNAV) of the Canadian Coast Guard.

Operations

- Conduct daily inspections of wharves and other port facilities and immediately report any deficiencies to management.
- Carry out daily inspections of perimeter boundaries and port installations.
- Respond immediately to any damage affecting port facilities and ensure that resulting impacts on port operations are minimized.

- Monitor activities at marine terminals for environmental incidents or accidents and report all hazardous situations to management.
- Identify and participate in projects aimed at improving productivity.
- Perform daily operational tasks during the absence of a team member.

Regulations

- In accordance with the Canada Marine Act, enforce the Port Authorities Operations Regulations governing the various activities carried out within a port and fulfill the responsibilities of a Port Authority Officer.
- Apply all relevant laws, regulations and policies, including the Canada Marine Act, the Canada Shipping Act, 2001, and the Transportation of Dangerous Goods Act.
- Enforce the Marine Transportation Security Regulations.

Administration

- As part of the planning process, assist the immediate supervisor in preparing the annual operating and capital budget.
- Identify and/or participate in the development of productivity improvement projects.
- Remain attentive to users' needs (customer service approach) and take appropriate action when required.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Education

- Formation en lien avec les tâches de l'emploi
- Atout : Formation IMQ

Professional Experience and Competencies

- Minimum of five (5) years of relevant experience related to the position.
- Valid Class 5 driver's licence.
- Excellent spoken English communication skills.
- Knowledge of marine security is considered an asset.

Skills and Personal Attributes

- Strong knowledge of practices, trends, technology and data related to port and maritime operations, enabling the identification of business opportunities and risks.
- Strong team-oriented work ethic.
- Results-oriented.
- Excellent interpersonal communication skills; able to interact effectively with various types of personalities and communicate effectively at all levels.
- Autonomous, with the ability to develop resources and solutions to advance work files.
- Strong organizational and planning skills, with the ability to establish priorities.
- Skilled negotiator with strategic thinking and influence capabilities while maintaining high-quality professional relationships.

Position-Specific Certifications

- Port Facility Security Officer (PFSO) certification, may be obtained after appointment.
- Incident Command System (ICS) certification for environmental emergency response, may be obtained after appointment.
- Port Authority Officer designation, may be obtained after appointment.

WORKING CONDITIONS

- As a federal organization, the Port of Trois-Rivières offers competitive working conditions and a comprehensive benefits package, including group insurance coverage and a defined pension plan.
- Permanent full-time position. Day and evening shifts.
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- This position requires a high degree of availability.