

Fraser Surrey Docks LP

Fraser Surrey Docks LP is looking to add talent to its existing team. The opportunity to work as the Organizations **Operations Coordinator** will extend your skills and grow your career in this multi-faceted environment.

Fraser Surrey Docks LP, is a modern multi-purpose marine terminal that has been serving the needs of its customers since 1962. The facility is located in the greater Vancouver area of Surrey, British Columbia on the Fraser River. It is the largest facility of its kind on the west coast of North America.

This role will encompass the necessary duties associated with supervision of the day-to-day operations, and to ensure that operating targets are met in a safe and cost efficient manner.

You will support the Senior Superintendents and Team by:

Supervision

- Promote safety practices every day and ensure adherence to safety policies
- Monitor and track performance to budgeted goals and or targets established for the department
- Assist in the preparation of the annual budget for the agri facility by providing productivity targets, associated manning requirements and improvements
- Plan, coordinate and evaluate day-to-day labour and equipment requirements for all agri operations
- Promote positive relationships with our labour workforce by meeting with them on a daily basis
- Initiate discussions with employees who are in breach of company policies
- Communicates breaches of policy to the Superintendent on duty for resolution
- Work on special projects as assigned
- To identify and resolve any customer issues that are related to the agri operation
- Using Maximo, arrange for the maintenance of the dock vehicles with our Maintenance Department
- Responsible to make sure there is sufficient radios available for the work crews
- Liaise with vessel agents to coordinate vessel arrival and departure
- Coach, instruct, educate and motivate Foremen and Longshoremen
- Supervise vessel loading and receiving of product into storage and/or ensure they are being carried out efficiently, accurately, and safely

Safety

- Participate in daily safety meetings
- Participate in incident/accident investigations as required
- Complete safety management checklist as required

Operations

- Notify the Manager of Claims and fill out an incident report for any damages or incidents that happen on dock or vessel
- Participate in weekly operations group meetings
- Create loading plans in the agri bulk system
- Obtain vessel particulars prior to vessel arrival and enter into operating systems (CMSII and Bulk Web)
- Ensure rail cars are assigned to appropriate vessel in Bulk Web
- Ensure rail cars are assigned against appropriate loading route (direct hit vs. loading from storage)

- Communicate with the maintenance department to ensure conveyor system is set up appropriately and on time
- Arrange for CGC (Canadian Grain Commissions) coverage when required
- Arrange for mobile crane coverage when required
- Liaise with the rail department regarding rail car movements and product arrival timelines
- Communicate with P&H (Parrish & Heimbecker) regarding operational matters
- Liaise with maintenance to arrange for appropriate maintenance coverage
- Coordinate with Vessel Chief Officer to confirm loading sequence and ensure vessel is loaded to satisfaction
- Order labour through dispatch as required
- Ensure the agri system is operating within CGC requirements
- Coordinate system movements with maintenance department from hatch to hatch
- Ensure all documentation is recorded accurately and forwarded to CGC upon vessel completion
- Ensure all regulatory documentation is in hand prior to commencing vessel operations
- Monitor agri system to ensure it is operating within tolerable levels
- Participate in weekly P&H operations meetings
- Prepare vessel activity shift reports and other documentation pertaining to vessel operations
- Create an atmosphere of pride, dedication and accountability
- Reacts professionally to issues or problems and determine the best possible course of action in a quick and decisive manner
- Ensures that the best interests of the company are continually upheld throughout all operations, including adherence to any policies or procedures as set out by the company, while maintaining positive labour relations
- To maintain good relations with vessel crew, port captains, shipping lines and customers
- Perform other related duties as required

Qualifications and Skills:

A successful candidate will have completed grade 12 or equivalent and have a minimum of 2 years of post-secondary education. You must have a minimum of 5 years of supervisory experience, preferably within a unionized environment. Preference will be given to those with experience in the shipping, marine or logistics field.

We welcome applications from those eligible to work in Canada and request that a covering letter and resume be sent to careers@fsd.bc.ca with "Operations Coordinator" in the subject title. We kindly request no phone calls as all considered applicants will be contacted directly.