

CORNER BROOK PORT CORPORATION

Suite 201, 61 Riverside Drive

Corner Brook, NL A2H 6T2

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Safety and Security Officer

Job Type: full-time, permanent

Location: Corner Brook, NL

The Port of Corner Brook is seeking a dedicated and detail-oriented Safety and Security Officer. Reporting to the Operations Manager, the successful candidate will support and maintain the safety and security of the port's operations, ensuring compliance with regulations, and promoting a safe working environment. This role also involves assisting the Operations Manager with harbour master duties, preparing invoicing reports for vessel interfaces, property maintenance and management, and other related operational functions at the Port of Corner Brook.

Key Responsibilities:

1. Security Management:

- Monitor and manage port security, including surveillance cameras, access control, and security officers as directed by the Operations Manager.
- Conduct regular security inspections and risk assessments.
- Respond promptly to security breaches and incidents, coordinating with local law enforcement when necessary at the direction of the Operations Manager or in his absence.
- Assist the Operations Manager to develop and maintain the Port's Security Plan
- Function as Marine Facility Security Officer as required.

2. Safety Compliance:

- Ensure compliance with all local, provincial, and federal safety regulations.
- Under the direction of the Operations Manager conduct regular safety audits and inspections of port facilities and equipment.
- Assist the Operations Manager to investigate accidents and incidents, identify root causes and implement corrective actions.

3. Emergency Preparedness:

- Conduct safety drills and training sessions for port staff and stakeholders.
- Assume the role of On-Scene Commander for port emergencies, in the absence of the Operations Manager.
- Assist the Operations Manager to develop and maintain the Port's Emergency/Contingency Plans.

4. Training and Education:

- Develop and deliver safety and security training programs for port employees, key stakeholders and contractors.

- Keep informed of industry best practices and new regulations, ensuring the port's policies and procedures are up to date.
- 5. **Documentation and Reporting:**
 - Maintain accurate records of safety inspections, incidents, and training activities.
 - Prepare and submit detailed reports on safety and security performance to management.
 - Prepare invoicing reports for all vessel interfaces, maintain records of vessel port timings and document requested services as delegated by the Operations Manager
 - Ensure all documentation is compliant with regulatory requirements.
- 6. **Contractor and Maintenance Oversight:**
 - As directed by the Operations Manager, monitor contractors on site for repairs, maintenance, or capital works, and coordinate works with the terminal operator to minimize any disruption to the operations.
 - Ensure property maintenance issues are brought to the attention of the Operations Manager and perform routine building maintenance as required.
- 7. **Operational Support:**
 - Assist with the operational activities of port property, preparing reports to the Operations Manager and CEO as required.
 - Ensure adherence to all relevant legislation, regulations, and contracts in respect to dangerous goods, welding permits, cargo and vessel activities, port security, and other operational functions.
 - Participate as required in providing 24-hour coverage for the office in liaison with policing agencies and other enforcement organizations, fire, and emergency planning organizations.
 - In the absence of the Operations Manager or under his direction, oversee the setup and takedown of security barricades, signage, and other operational equipment for visiting cruise ships.
 - Work with the Operations Manager to address and mitigate hazards and oversee the Occupational Health & Safety (OH&S) Program.
 - Actively participate in committees related to security, safety, and port operations to enhance operational effectiveness and awareness of the port.

Qualifications:

- **Education:** Diploma or degree in Occupational Health and Safety, Criminology, or a related field.
- **Experience:** Minimum of 3 years of experience in safety and security roles, preferably in a maritime or industrial setting.
- **Certifications:** Valid First Aid/CPR certification and other relevant safety and security certifications.
- **Skills:**
 - Strong understanding of safety and security regulations and best practices including the Marine Transportation Security Regulations.
 - Excellent problem-solving and critical-thinking abilities.
 - Strong written and verbal communication skills, with the ability to prepare reports and participate in port-related organizations.
 - Effective communication and interpersonal skills.
 - Proficiency in using MS Office Suite (Word, Excel, PowerPoint).

- Approachable and responsive to the needs of Port customers, regulatory agencies, policing agencies, and others.
- Ability to follow directions from the Operations Manager in meeting the strategic operational goals set out by the CEO and the Board of Directors, recognizing the impact on port users and other stakeholders.

Working Conditions:

- The position may require working outside of regular business hours, including evenings and weekends.
- May be required to work in various weather conditions.
- Participation in on-call duties as scheduled.

About CBPC

CBPC is an independent and community-based organization that provides high-quality ocean transportation and distribution services through strategic partnerships. Its vision is to create economic value by connecting Western Newfoundland globally through tourism and trade. The Corporation achieves this through its three lines of business: industrial port operations, real estate, and cruise tourism.

To Apply

If you are interested in joining our team, we encourage you to submit your application in person, by mail or email. CBPC is committed to fostering a diverse and inclusive workplace, and we welcome applicants from all backgrounds. We strive to create a culture of inclusivity where individuals feel comfortable and empowered to contribute their unique talents and skills to our team. Please enclose a cover letter, resume and two references.

Closing date: Monday, August 26, 2024, at Noon.

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