

**GENERAL MANAGER, PORT OPERATIONS  
ARGENTIA, NL**



"Where potential launches opportunity"

**ABOUT PORT OF ARGENTIA:**

Port of Argentia, in Eastern Canada, is contributing significantly to the world's green energy transition and is North America's first monopile marshalling port in support of US offshore wind development.

The Port has formed a joint venture with Torrent Capital Ltd. to establish Argentia Capital Inc. and will partner with Pattern Energy for the development of a 1.2-Gigawatt renewable energy project, valued at \$6B USD, to produce carbon zero green ammonia and export to European markets.

To support the unprecedented demand by key industry sectors, significant port expansion at Argentia is planned with a scheduled completion by Q2 2027. A planned investment of capital infrastructure dollars exceeding \$100M, including a concrete caisson dock with a minimum 13m draft and port electrification has been committed.

**JOB DESCRIPTION:**

Port of Argentia is currently accepting resumes for a General Manager, Port Operations. The ideal applicant will be an Operations and Safety leader with a minimum of 7 years of experience in a Commercial Operations Management capacity in a marine port or an industrial environment, with strong business acumen and knowledge of Transport Canada rules and regulations.

As a key member of the Port of Argentia management team, the General Manager, Port Operations (GMPO) drives the effective daily business and technical operations of the Port's marine terminal and adjacent industrial property. From an organizational perspective, this includes responsibility for all elements of the Port financial and cost management, terminal operations and security, strategy development, safety, and maintenance and upkeep of Port property, buildings, and dock infrastructure to ensure a safe and productive work environment for everyone on site. Reporting to the Vice President of Strategy and Growth, the GMPO will directly manage Finance & Administration and Port Operations divisions.

This position is located in Argentia, NL and is a full-time, on-site role.

**ESSENTIAL JOB FUNCTIONS:**

**Financial Management**

- Lead the development of long-term financial plans, for Vice President of Growth and Strategy and CEO consideration;
- Strengthen and manage financial accounting and reporting systems to accurately portray the Port's ongoing financial position;
- Manage the Port's current and long-term financial resources and obligations within approved budget guidelines and according to current laws and regulations;
- Ensure appropriate controls and accountability over all funds, physical assets, and other property;
- Review and approve cost-control reports, cost estimates, and staffing requirements for projects; and
- Support the external auditor in the effective execution of the annual financial audit and act as directed by VP, CEO (and Board) on audit recommendations.

## **Operational Leadership**

- Organize, direct, control and evaluate all port users responsible for the transportation and movement of goods within the Argentia Marine Terminal area, under the direction of the VP;
- Collaborate with executive leadership to develop and meet company goals while supplying expertise and guidance on operations projects and systems;
- Manage the operations of the Port by maintaining knowledge of marine codes and other regulations;
- Maintain awareness of business priorities and interests of port users;
- Manage berthing and wharfage activities as well as prepare invoices and documents relating to same;
- Plan and manage a dock maintenance plan;
- Investigate, report, and coordinate infrastructure repairs or environmental response relating to accidents and spills and communicating with management team on port activities, opportunities, and related issues to ensure best practices;
- Revise and implement the Port Security Plan and ensure compliance with Port Security Program as Marine Facility Security Officer (MFSO);
- Maintain knowledge of Transport Canada's Marine Transportation Security Regulations (MTSRs) as it relates to International Shipping and Marine Facilities;
- Liaise with ships, terminal operators, and other tenants on security issues;
- Manage and oversee the security force while maintaining cooperation framework to detect and act on security incidents;
- Implement drills, exercises, and procedures to respond to security threats or breaches, including procedures for evacuation; and
- Oversee maintenance of port infrastructure and/or ship operations as well as incident reporting.

## **Health, Safety, Environment and Quality Leadership**

- Build a strong safety culture and promote compliance of the Port's Health, Safety, Environment and Quality (HSEQ) Program;
- Direct and work with the HSEQ Coordinator to address and mitigate hazards to ensure a safe and effective work site;
- Oversee and participate in the Occupational Health & Safety (OH&S) Program as a means of building a safety culture and preventing injury and illness in the workplace;
- Oversee and participate in safety initiatives including training, development of work procedures, incident and investigation process along with encouraging emergency preparedness through a structured process;
- Oversee investigation of any hazards and/or unsafe work conditions and update senior management;
- Make suggestions for continuous improvements to OH&S and the established Safety Program;
- Set and promote operations policies and standards, including determination of safety procedures for the handling of dangerous goods to ensure compliance with transport regulations; and
- Serve as a management member on the OH&S Committee.

## **Property Management**

- Maintain knowledge of, and update engineering and infrastructure drawings and associated technical manuals;
- Ensure the timely preparation of procurement documents, service contracts, funding applications; regulatory, internal control and other reports;
- Lead and direct asset management (maintenance, & repair) activities by liaising with Town of Placentia, tenants, prospects, and others on technical matters along with communicating with the management team on activities, opportunities, and issues relating to the Argentia Facility to ensure best practices;
- Carry out general engineering, planning, and estimating functions, drafting bid packages, as well as evaluating contracts and cost estimates for wharf/building repairs and maintenance, land upgrades, and other construction activities;
- Coordinate with the Port's Engineer of Record as needed.

## **Human Resource Management**

- Provide leadership support to managers and staff;
- Ensure employee compliment requirements match the staffing plan;
- Ensure effective recruitment & orientation of new hires;
- Maintain and conduct the performance management program that values accountability, performance recognition, and continuing professional development;
- Oversee and ensure effective leave management; and
- Contribute to the Port's plan for staff succession.

## **Supporting Senior Leadership**

- Provide management support to the VP by offering general and technical advice on operational issues and business opportunities and advising on priority of capital expenditure needs;
- Develop annual maintenance action plans for marine terminal and adjacent industrial properties while assisting with development of 5-year capital budget;
- Assist with site tours to clients and visitors, and represent the Port at national, provincial, and regional port and marine safety conferences and other meetings;

## **Stakeholder Engagement**

- Ensure regular and ongoing communications with local communities and other Argentia stakeholders;
- Coordinate memberships and affiliations with local development groups and industry associations;
- Work in conjunction with the VP of Growth and Strategy to establish positive relations with political and other leaders and government agencies;
- Represent the Port and work with local development groups, industry associations, officials and agencies; and
- Develop partnerships and / or other working relationships with local groups, industry associations, and governments.

## **Other duties as required.**

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

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- Bachelor's degree in Business Administration, Logistics, Engineering, or in a relevant discipline and/or equivalent experience with ongoing professional development required;
- Minimum of seven (7) years of previous or related management experience;
- Experience as it relates to Finance and Analysis, the understanding of advising, reviewing, and interpreting policies and proposals on behalf of stakeholders and officials;
- Valid Class 5 Driver's License;
- Marine Facility Security Officer Certificate or willingness to obtain once hired; and
- Experience in the Marine Industry is considered an asset.

## **KNOWLEDGE, SKILLS, & ATTRIBUTES:**

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- Strong knowledge of port regulations, operating protocols, as well as general engineering practices;
- Knowledge of Marine Transportation Security Regulations applicable to Marine Facilities or willingness to learn;
- Continuous improvement and commitment to Quality, Health and Safety performance;
- Ability to solve operational or employee relations issues and problems as they arise;
- Excellent leadership and coaching skills;
- Possess strong written and verbal communication skills;
- Ability to work independently with little direction and/or within a team environment;
- Excellent problem-solving skills and the ability to forecast, analyze and work under pressure;
- Strong organizational and planning skills with the ability to manage multiple priorities; and
- Proficient in the use of MS Office Suite (Word, Excel, PowerPoint).

## **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

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- Based in Argentia, NL. Some travel to other Ports may be required;
- Occasionally moving or lifting equipment, tools, building, and other materials weighing up to and over 20 pounds.

## **ABOUT HR PROJECT PARTNERS:**

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HR Project Partners Inc. (HRPP) is a Human Resources consulting company offering various services in Human Resources, both to individuals and to companies. One of those services is recruitment for companies on a provincial and national basis.

HR Project Partners is an equal opportunity employer.

Please apply directly to this job posting. For questions regarding the position, please feel free to email [resume@hrproject.ca](mailto:resume@hrproject.ca). While HR Project Partners appreciates all applications we receive, we advise that only candidates under consideration will be contacted.