



**INTERNAL / EXTERNAL POSTING**  
**Amherst Island Ferry Transition Coordinator**  
**(Temporary Part-Time, up to 24 hours per week)**

Loyalist Township is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following temporary part-time position:

File No: LT-28-2019 Amherst Island Ferry Transition Coordinator  
Hours: Up to 24 hours per week  
Rate: \$42.64 to \$49.17 per hour  
Closing: June 10, 2019, 4:00 p.m.

This position is a temporary part-time position. A detailed job description is below. Please electronically submit your cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: [jobs@loyalist.ca](mailto:jobs@loyalist.ca). For more information regarding this position, including required qualifications, please refer to job description below or visit our website at [www.loyalist.ca](http://www.loyalist.ca) under the Employment section. As a condition of employment, the successful candidate must consent to a driver's record search and a Criminal Records Background Check (CPIC).

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail [info@loyalist.ca](mailto:info@loyalist.ca). The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at [jobs@loyalist.ca](mailto:jobs@loyalist.ca).

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.



## **LOYALIST TOWNSHIP**

### **JOB DESCRIPTION**

**POSITION TITLE:** Amherst Island Ferry Transition Coordinator  
Infrastructure Services Department

**UPDATED:** April 10, 2019

**IMMEDIATE SUPERVISOR:** Public Works Manager

#### **POSITION SUMMARY:**

Reporting to the Public Works Manager, this position will be responsible for assisting Loyalist Township transition to the operation and maintenance of the new, permanent end-loading dock facilities and electrified ferry, to be utilized by the Amherst Island Ferry Service. In order to be fully prepared for the transition from current service options, the Amherst Island Ferry Transition Coordinator will act as an important departmental staff resource, assisting with the development and oversight of a successful implementation program of both the new docks and the new ferry.

#### **QUALIFICATIONS**

##### **Education and Experience:**

The successful candidate:

- Will possess several years' experience at a management level, in a field related to the operation and maintenance of public facilities.
- Has experience implementing new programs and procedures.
- Will demonstrate experience working with several stakeholder teams to develop and meet program objectives.
- Will possess superior written and oral communication skills, and proven facilitation, negotiation, and partnership building skills, and the ability to work tactfully with the public.
- Will have knowledge with respect to the provision of ferry and/or related marine service. Knowledge of relevant Transport Canada regulations and the Occupational Health and Safety Act will be considered assets.
- Will demonstrate the ability to multi-task and prioritize activities.
- Must possess an Ontario Class "G" driver's license.

In addition:

- Experience in a municipal environment would be beneficial.
- Experience in establishing service contracts would be an asset.
- Experience in public ferry service would be considered an asset.

### **Skills, Knowledge and Abilities Required:**

- The position requires an ability to review and understand current practices and future operational needs; and make recommendations based on sound analysis regarding future service delivery and maintenance requirements for the Ferry Service. The analysis will include an evaluation of any regulatory, fiscal, procurement, technical, and practical constraints and opportunities, and best management practices in accordance with the framework to be established with MTO.
- The position will be responsible for documenting the processes required for the new service delivery models and writing reports for Council's consideration, as requested.
- The position requires an ability to work both independently and to synthesize information from multiple individuals and sources, and to provide written recommendations.
- Demonstrated ability in using a variety of resources including the internet and MS Office suite products including Word, Excel, and PowerPoint.
- Must be able to communicate effectively to staff, public, MTO, Council and other key stakeholders.

### **DUTIES AND RESPONSIBILITIES**

Develop a transition program for the Ferry Service within the Infrastructure Services Department by:

- Assisting in the evaluation of options available to the Township in developing the operating framework for the updated ferry service.
- Maintaining a master schedule of tasks required to be complete a successful implementation of the new ferry docks and the new ferry on a timely basis.
- Meeting regularly with Ferry Captains, Ferry Engineers, Public Works Manager, and Ferry Clerk, to obtain and maintain a good understanding of the operational needs of the ferry service, at a staff level.
- Becoming familiarized with the overall scope and current status of the new ferry dock construction; anticipating the needs of the ferry service as the operations transition to the new docks and electrified ferry; and assisting with the coordination, commissioning, and training of all stakeholders throughout the transition period; with the objective of maintaining a consistently good level of service with minimal interruptions and ensuring compliance with all applicable provincial and federal regulations.
- Reviewing the future operation and maintenance needs and recommending the optimal service delivery methods for the new end-loading docks and facilities, in conjunction with senior management and MTO guidelines.
- Maintaining commissioning records and developing a set of maintenance procedures, in conjunction with Senior Ferry Engineer, Senior Ferry Captain, Public Works Manager and MTO staff.
- Working closely with the dock contractor's management team and the supplier of the new ferry, as required, to ensure an effective transition.
- Providing some assistance, as directed by MTO and Public Works Manager, with fine tuning of the completion of the shore facilities.

- Developing and recommending to management staff, training plans for ferry crew; and implementing and monitoring the progress of the plan, once approved by senior management.
- As the Township commences operation of the new dock facilities and the new ferry, document and follow up with MTO on any deficiencies with the docks or new vessel as they arise, and continue to communicate any concerns until issue has been successfully dealt with, to the satisfaction of the public, while monitoring the effectiveness of the revised operations.
- Assist with negotiations of a new formal operations agreement with MTO, commencing with a detailed list of requirements to be specified in a future agreement.

Incumbent will be expected to produce extensive documentation on the development of programs, procedures, and reports to the Public Works Manager, Ferry Committee members, and Loyalist Township Council.

**Disclaimer:**

Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected of the incumbent. Incumbent may be asked to perform other duties, as required.