



## PORT OF JOHNSTOWN

3035 County Road 2  
Johnstown, ON K0E 1T1  
A Division of the Corporation of  
the Township of Edwardsburgh Cardinal

Telephone: 613-925-4228  
Fax: 613-925-5022  
Email: [generalinfo@portofjohnstown.com](mailto:generalinfo@portofjohnstown.com)  
Website: [www.portofjohnstown.com](http://www.portofjohnstown.com)



**JOB TITLE:** General Manager – Port of Johnstown  
**REPORTS TO:** Chief Administrative Officer  
**SALARY GRID LEVEL:** 8 (2024 Grid - \$140,520 - \$175,650 based on 40-hour week)  
**CLOSING DATE:** July 12<sup>th</sup>, 2024

### Position Summary:

The General Manager oversees all aspects of management of both the grain and harbour services with particular emphasis on business and financial management. Must ensure provision of efficient services to all port clients while adhering to all Federal, Provincial and Municipal regulations/by-laws.

### Required Qualifications:

- Post-Secondary certificate in Port Management desirable and / or business management / engineering.
- Prior Municipal, Business or Project Management experience will be considered an asset.
- Minimum 5-10 years of experience in combination of operational and general management roles preferably in industrial unionized environment.
- Must possess excellent verbal and written communication skills.
- Should possess high level of numeracy and commercial awareness.
- Knowledge of transportation and marine industry /activities (ship, rail, trucking) desirable.
- Must be computer proficient with good working knowledge of MS Office suite with advanced knowledge of Excel for developing financial spreadsheets and budgeting (trending of business for budget and determining future equipment requirements).
- Ability to create presentations and advertising/information packages.
- Exhibits proven ability to build strong relationships and network with senior stakeholders both internally and externally.

### Position Description:

- Sets and ensures achievement of targets and standards relating to efficiency, performance, generating business and profits, while maintaining quality and safety throughout the workplace.
- Ensures that work plans are effectively drawn out by all departments.
- Guides teams to ensure optimum productivity and coherence.
- Leads the process of conflict management with external and internal stakeholders.
- Provides the developmental vision of the Port Master Plan that ensures work coherence and drives the infrastructure investments, marketing strategies, labour requirements and pricing strategies.
- Ensures long term sustainability of the business through the creation and continuous improvement of the Port Master Plan, capturing 5- and 10-year planning for key business aspects.



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- Undertakes strategic business development of the port and its functions including property development, estate management, allocation of resources and equipment and the infrastructure supporting port operations.
- Interacts strategically with stakeholders to optimize delivery and create service quality excellence.
- Networks within the industry through relevant trade forums to pursue new business and remain up to date with pertinent new practices.
- Engages with the local community bodies to maintain a positive relationship with the surrounding community & geography.
- Liaises with the Port Management Committee.
- Assumes full responsibility of compliance with and strict implementation of the MOE salt docks Certificate of Approval and MOE Grain Terminal Certificate of Approval.
- Implements and completes the MOE requirements of salt management including water sampling, lab analysis and documentation.
- Manages relationships with all related regulatory entities.
- Ensures the imminent and strategic safety and security of the premises, staff and all visitors of Port of Johnstown through the creation, implementation and review of a Port Security Plan.
- Carries out the role of Marine Facility Security Officer.
- Enforces the legislation, policies and leadership roles of the Health and Safety function.
- Establishes, reinforces and maintains the culture of safety within Port of Johnstown and amongst its employees.
- Reviews accident investigations and safety inspection audits and directs and/or approves action plans as required.
- Assumes complete responsibility for compliance with policies, procedures and guidelines.
- Leads, manages and negotiates the process of Collective Bargaining with Union Associations.
- Conducts annual performance reviews with direct reports to assure that operational and developmental objectives have been met and provides feedback and coaching as relevant.
- Supervises proper process implementation related to WSIB, Group Benefits and OMERS matters.
- Assumes the responsibility for maritime safety management.
- Responsible for the safe handling of dangerous cargoes.
- Establishes and assures implementation of Marine Operations Rules & Regulations.
- Collaborates with the maritime port community to establish and ensure the implementation of effective support services to marine operations and to maintain access to the port.
- Supervises port business performance management.
- Manages supervision of construction and repair of port facilities (docks, roads, rail, buildings, dredging).

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent to this classification.**

Please send resume and cover letter to Sean Nicholson @ [snicholson@twpec.ca](mailto:snicholson@twpec.ca).