



## A. HARVEY & CO. LTD

### JOB POSTING – OPERATIONS ASSISTANT AND BUS DRIVER (MARINE BASE DIVISION)

---

#### **The Company**

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

#### **Employee Offerings**

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 10 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

#### **The Role**

The company has an opening for a full time, permanent Operations Assistant and Bus Driver located at the A. Harvey Marine Base.

The role of the Operations Assistant and Bus Driver responsibilities, which include but are not limited to the following:

- Meeting all company performance standards related to Marine Base environmental, safety, and ISO 9001 quality system within the scope of the role. Specific targets shall be established on an annual basis.
- Drive and maintain cleanliness of the Marine Base safety shuttle. (Shuttle is to be cleaned a minimum of once per hitch)
- Oversee security access and traffic control at the Marine Base working closely with the security contractor.
- Monitor and control traffic related to salt operation and assist operations when working on Pier 16 during salt operations.
- Conduct daily water meter readings and track vessel water usage as per SOP 6008; reconciling the volumes each day.

- Conduct water sampling for bacteria, hydrocarbons and chlorine as prescribed in SOP 5001.
- Monitor housekeeping cargo stowage conditions at the marine base during bus runs and advise supervisors of any areas of concern and where possible assist with solution.
- Complete a monthly inspection of all Emergency Equipment including Pier 12.
- Complete Cargo Security Checks on a monthly basis.
- Safely transport visitors and workers throughout the Marine Base facility or as otherwise required.
- Monitor performance of Security contractor and work with HSEQ & Security Manager to resolve issues.
- Assist with facility maintenance as required (shovel walkways, change light bulbs, light maintenance)
- Order and maintain an adequate supply of PPE ensuring minimum levels are on hand at all times.
- Ensuring a friendly professional security environment where access is controlled and visitors feel welcome and leave with the highest regard for the Marine Base operation.

### **The Candidate**

The Ideal Candidate will have the following:

- Has a combination of experience and business education in a position related to security, facility maintenance and cargo operations.
- Possesses a Class 4 driver's license.
- Can work a flexible schedule, determined by business requirements (this role is on a rotational schedule).
- Has the ability to effectively communicate with others and has great interpersonal skills.
- Has the ability to understand and work with diverse groups of people and clients.
- Has team work skills that support a team-based operation.
- Has the ability to recognize and resolve conflict.
- Is comfortable working in an outdoors environment.
- Is comfortable with working in an environment of heavy material handling equipment.
- Can work in a fast-paced environment and is continually multitasking.

If you are interested in this role, please forward an application by June 10<sup>th</sup>, 2024 to:

**Human Resources Group  
A. Harvey & Co. Ltd.  
P.O. Box 5128  
60 Water Street  
St. John's, NL  
A1C 5V6  
Fax: 709-726-8044  
Email: [humanresources@aharvey.nf.ca](mailto:humanresources@aharvey.nf.ca)**

**[www.aharvey.com](http://www.aharvey.com)**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.