

POSITION DESCRIPTION

Position: Bull Arm Fabrication Site Superintendent
Location: Bull Arm Fabrication Site, NL
Date: May 2026

JOB SUMMARY AND GENERAL ACCOUNTABILITY

The Site Superintendent of Bull Arm Fabrication Inc. (BAF) and the Bull Arm Fabrication Site (Bull Arm Site) is a key role responsible for the overall management of the Bull Arm Site.

The Bull Arm Site is a large, complex, and multi-disciplinary industrial fabrication site historically used for major oil and gas projects. The site currently supports refurbishment, maintenance, and storage of marine assets and is also being promoted as a site for defence and security-related use.

The Site Superintendent is responsible for the safe, secure, and efficient operation of the Bull Arm Site. This role provides on-site leadership across Health, Safety, Security, and Environment (HSSE); tenant and contractor oversight; site operations and maintenance; and asset management. The Site Superintendent acts as BAF's primary on-site and owner's representative, ensuring regulatory compliance, operational excellence, and effective stakeholder engagement.

Reporting to the BAF Operations Manager, the incumbent demonstrates a high level of personal initiative and judgment in organizing, coordinating, directing, and carrying out the on-site representative's roles and responsibilities.

The position is located full-time at the Bull Arm Site with standard work hours Monday to Friday.

KEY AND PERIODIC DUTIES AND RESPONSIBILITIES

Key Responsibilities

- **Health, Safety, Security, and Environment:**
 - Accountable for the implementation, coordination, and continuous improvement of all HSSE programs, activities, and regulatory compliance at the Bull Arm Site.
 - Implement and maintain the BAF Site HSSE Plan, serving as BAF's owner representative and primary site contact for HSSE matters.
 - Act as the Occupational, Health & Safety (OH&S) representative or committee member for the Bull Arm Site.
 - Direct and administer BAF safety programs, including work permitting and work protection systems, Lock Out/Tag Out (LOTO), isolations, confined space entry, working at heights and hot work, incident reporting and investigations, contractor safety management, risk assessments, hazard identification and controls, safety communications, awareness initiatives, and tailboard talks.
 - Administer and maintain the BAF LOTO program, including documentation, keys, locks, and lock boxes.
 - Implement and coordinate the Environmental Management Plan, ensuring compliance with applicable regulations.
 - Ensure the Emergency Response Plan is implemented, exercised, and updated as required.
 - Oversee site security operations and the security services contractor, ensuring contract compliance, adherence to post orders, and regular review of security plans.

- **Port and Marine Security Compliance**
 - When assigned, act as the International Port Facility Security Officer (IPFSO), ensuring compliance with International and federal port security regulations.
 - Liaise with BAF security staff and regulatory agencies (e.g., Transport Canada) to ensure compliance with the Marine Security Plan.

- **Tenant and Contractor Management:**
 - Act as BAF's primary point of contact for all tenants and contractors operating at the Bull Arm Site.
 - Manage and oversee tenant and contractor activities to ensure: compliance with lease terms and site requirements, adherence to HSSE standards, and quality of work and schedule performance.
 - Conduct site and safety orientations for tenants, contractors, and workers.
 - Hold regular meetings with tenants and contractors to monitor progress, address issues, manage change orders, and resolve operational concerns.
 - Support tenant operations by facilitating coordination, site access, and issue resolution while protecting BAF assets and interests.

- **Site Operations and Maintenance**
 - Provide operational and technical advice to BAF staff related to the operation, maintenance, and upgrade of site facilities, infrastructure, and equipment.
 - Conduct routine inspections (including monthly inspections) of buildings, equipment, systems, laydown and parking areas, quays, piers, and roadways.
 - Identify deficiencies and provide recommendations for corrective actions and maintenance planning.
 - Coordinate maintenance activities with tenants, including review of tenant maintenance programs, monthly inspections, and annual third-party maintenance routines.
 - Coordinate annual third-party maintenance programs for BAF-managed (non-tenant leased) buildings, systems, and equipment; review contractor reports and provide recommendations.
 - Act as BAF's Owner's Site Representative (OSR) for capital projects, operating projects, and contracted site work.

- **Asset Management:**
 - Conduct asset condition assessments associated with tenant subleases, including incoming and outgoing inspections and close-out walkthroughs.
 - Coordinate and oversee water and sewer system testing programs to ensure regulatory compliance, including: quarterly schedule A sewage treatment plant testing, and semi-annual full spectrum source and potable water testing.
 - Support the asset management strategy for site infrastructure, including buildings, quays, roads, utilities, fixed and mobile equipment, and service systems.
 - Maintain and support site technical information management, including drawings, specifications, reports, and O&M manuals.
 - Administer the Management of Change (MoC) process for tenant- and contractor-led modifications to site assets and infrastructure, ensuring timely close-out and compliance with approved conditions.
 - Maintain and update comprehensive asset inventories reflecting changes, upgrades, and modifications.

- Represent and promote the Bull Arm Site to potential clients, industry representatives, and community stakeholders, including conducting site tours.
- **General**
 - Maintain current knowledge of applicable legislation, codes, corporate policies and procedures, health and safety standards, and the Corporate Safety Manual.
 - Maintain a strong understanding of the industrial fabrication and marine infrastructure sectors and stay informed on industry trends and best practices.
 - Perform other related duties as required or assigned.
- **Skill:**
 - **Knowledge**
 - **General and Specific Knowledge:**
 - Knowledge of project management, quality management, and the role of an OSR.
 - Broad-based/multidisciplinary engineering and/or operations experience with strong decision-making skills.
 - Knowledge of procurement and contract management procedures and policies.
 - Knowledge of safety and environmental regulatory requirements.
 - High level of competency using computers and various software applications.
 - **Formal Education and/or Certification:**
 - Minimum: 3-year Diploma in Engineering Technology, or an undergraduate degree in a relevant engineering field.
 - **Years of Experience:**
 - Minimum: 5 years of related work experience
 - Direct facilities experience with the management, operation and/or maintenance of large industrial facilities
 - **Competencies:**
 - Project management skills
 - Contract management experience
 - Ability to conduct analysis and assessments
 - Ability to coordinate and oversee a range of work projects
 - Strong oral and written communication skills
 - Experience building relationships with stakeholders
 - The ability to work with minimal direction
 - **Interpersonal Skills**
 - A range of interpersonal skills is utilized, such as listening, asking questions, dealing with tenants, providing direction to contractors, providing information and communicating complex information, gaining the cooperation of others, and making formal presentations. Skills are most frequently used to resolve contract disputes and to collaborate on getting projects completed on time.
 - Communications occur with tenants and prospective tenants, contractors, co-workers, management, the Board, Government, municipalities, and community stakeholders.
 - The most significant contacts are with technical and non-technical staff, engineers, consultants, contractors, and other internal and external stakeholders.

- **Effort:**
 - **Physical Effort**
 - Occasionally required to move and/or lift equipment, tools, and construction materials.
 - The candidate will be based at the Bull Arm Site, and must be able to inspect facilities, buildings, and construction sites, which may include physical efforts such as standing, and walking and climbing over undeveloped areas or areas of construction, climbing ladders, entering confined spaces, and extended driving.
 - **Development and Leadership of Others**
 - May be required to act as a technical mentor, delegate/allocate tasks, lead a project or technical team, act as a team leader, and organize, coordinate, review/check the work of colleagues, contractors and/or students.