1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991889</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Shipper/Receiver</td>
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<tr>
<td>Department</td>
<td>Ocean Networks Canada</td>
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<tr>
<td>Reports to</td>
<td>Senior Operations Support Specialist</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_0_  Indirect_0_</td>
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<tr>
<td>Classification Level</td>
<td>SG7</td>
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<tr>
<td>Last Updated</td>
<td>February/2019</td>
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2. Position Summary

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is as a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean and Arctic environments. ONC’s cable arrays host hundreds of sensors distributed in, on and above the seabed, along with mobile and land-based assets. These strategically located instruments address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

ONC's Observatory Operations' division is mandated to provide a reliable and relevant digital and coastal and sub-sea infrastructure that facilitates the goals of the observatory user communities. As a department within Observatory Operations, Marine Operations supports this mandate through the installation, maintenance and repair of the cabled arrays, mobile systems and land-based assets that comprise the coastal sub-sea infrastructure. In this regard, Marine Operations utilizes a team-based, client-focused approach that promotes a safe work environment and fosters an environment of mutual respect, cooperation and support. Together the Field Services, Testing & Development and Operations Support units within Marine Operations work to efficiently, effectively and safely fulfill their core purpose. The Marine Technology Centre (MTC) in Sidney serves as the department's base of operations.

The Operations Support team works in support of, and collaboration with, the Testing and Development and Field Services units who are engaged in the installation, maintenance and repair of ONC’s observatories. As a member of the Operations Support Team the Shipper/Receiver will report to the Senior Operations Support Specialist (SOSS). The position will be responsible for the shipping and receiving needs of ONC at MTC, as well as providing logistical and workplace safety support.

This position is expected to maintain certifications in forklift and crane operation and standard first aid.

This position, as with all Marine Operations positions, will on a rotating basis serve as the Marine Operations Safety Coordinator whose role it is to coordinate internal tasks required to ensure safety equipment, training and records are in place to meet Marine Operations workplace safety requirements. The Safety Coordinator sits on the ONC Joint Local Safety Committee.
### 3. Key Responsibilities and Expectations

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<tr>
<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<td><strong>% of time</strong></td>
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| **Shipping and Receiving 70%** | - Ensure international shipping practices are understood and utilized, and to ensure goods are shipped in the most economical way possible.  
- Ensure goods shipped are properly packaged and made ready for transport.  
- Ensure that shipments contain proper documentation.  
- Manage inventory of shipping materials and supplies.  
- Maintain filing and other administrative duties related to the shipping and receiving documents.  
- Maintain a keen understanding of what is required to ship materials that are considered hazardous both domestically and internationally.  
- Manage the bonded storage inventory, keeping procedures up to date and all supporting documentation organized.  
- Work with customs broker to complete In-Warehouse and Ex-Warehouse entries.  
- Liaise with Customs Broker when international goods are shipped and received.  
- Negotiate freight rates with carriers to look for the best overall service.  
- Record all received items in the receiving log with photos and appropriate documents attached.  
- Ensure incoming stock matches the pack lists, signing off on those pack slips, recording all shipped items in the shipping log with appropriate information so shipments can be traced if required.  
- Coordinate with carriers and manage shipment of products through carrier websites and portals.  
- Route invoices and goods received to designated departments.  
- Operate and maintain forklift, pallet mover and other material handling equipment certifications.  
- Collaborate with the Junior Operations Support Specialist in the shipping and receipt of goods as required. |
| **Logistics Support 25%** | - Support the Operations Support Team in purchasing, inventory control, preparations for expedition and field operations.  
- Other duties as assistance is required. |
| **Safety 5%** | - At MTC, makes decisions with safety as the top priority.  
- Ensure MTC is maintained at a high operational standard and are a clean, healthy and safe working environment. |

### 4. Classification Factors:

**Problem-Solving:**

The Shipper/Receiver analyzes and identifies solutions to ensure instruments arrive on time, have been shipped appropriately, and have gone through the legal requirements of import/export. This position obtains the most up-to-date information necessary to ship various instruments back for maintenance according to the current standards of shipping items classified as dangerous goods, due to the presence of Lithium batteries.
The position communicates with and solves any problems relating to the use of couriers and other delivery personnel when receiving and shipping equipment from the MTC facility and will be expected to manage arrangements to facilitate very tight schedules around preparation for installation expeditions.

**Responsibility for Financial & Material resources:**

The Shipper/Receiver ships/receives instruments, equipment, materials and supplies. The position also provides the import/export documentation, notifying the Customs Broker, and completing related shipping/receiving procedures. The Shipper receiver researches the most cost effective way to ship none-standard items to and from remote places, locally, nationally and internationally.

**Responsibility for Human Resources:**

The Shipper/Receiver provides functional guidance and direction to all Marine Operations employees involved in shipping/receiving tasks at the MTC facility. The position also trains others in inventory/shipping/receiving tasks.

Supervision of the Shipper/Receiver is given by the SOSS.

**Impact of Decisions and Actions:**

The Shipper/Receiver ensures that supplies, equipment, instruments and materials are shipped and/or received on time in good condition and working order. The position completes accurate and timely import/export paperwork that will ensure that ONC and UVic are not fined additional taxes and fees, mitigating audits from the Canadian Border Services Agency.

Effective shipping/receiving is crucial for Marine Operations division of ONC; if things do not get shipped back for maintenance in a timely manner they will not be available for the next deployment; tight turn arounds are common. The timely receipt and distribution of received items allows ONC to deliver the promised technology into the field on schedule which is crucial to ensuring ONC’s grant funding partners will continue to work with us in the future.

**Independence:**

Objectives are set by the person performing the work based on direction received from the SOSS. UVic and ONC policies, protocols, processes, and procedures, and federal and provincial regulations, guide the decisions and actions of this position. The position consults the SOSS when issues arise such as: late delivery of supplies, materials, equipment and instruments, or discrepancies are identified upon receipt of goods. The Shipper/Receiver receives regular guidance from the SOSS.

**Qualifications:**

The successful candidate will have an undergraduate degree, or technical diploma with additional specialized training, and a minimum of 3 years shipping and receiving experience, and material handling certification.

An equivalent combination of education, training and experience may be considered.

Experience requirements:
- Extensive knowledge of shipping and receiving practices
- Global logistics
- Computer programs including: MS Office Suite and inventory and document control software
**Competency requirements:**
- Resourceful, with strong problem-solving abilities
- Strong interpersonal, verbal, written and computational communication skills
- Ability to effectively present information in one-on-one and small group situations to suppliers and other employees in the organization
- Strong organizational skills
- Ability to manage multiple tasks in a fast-paced, deadline-driven environment
- Ability to work cooperatively within a team as well as independently
- Self-motivated and driven
- Must be physically fit and have the ability to lift up to 50 lbs.

**Assets:**
- Transportation of Dangerous Goods Certification
- Knowledge of import and export regulatory requirements
- Experience with marine equipment
- Forklift and crane certification and experience
- Current Standard First Aid certificate
- Experience working in a technical environment

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<th>Employee's Signature</th>
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