

## Offshore Installation Manager

Effective Date: January 31<sup>st</sup> 2025

Revision Date:

Rev. A

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COMPANY/CLIENT: Puglisevich on behalf of Floatel International  
BUSINESS ADDRESS: 611 Torbay Road, St. John's, NL A1A 5J1  
CONTACT: [careers@puglisevich.com](mailto:careers@puglisevich.com)  
REPORTS TO: Rig Manager  
DEPARTMENT: Deck Crew  
SUPERVISES: N/A  
SALARY RANGE: \$190,000.00 - \$255,000.00 CAD  
LOCATION: Offshore Newfoundland, Canada  
TYPE OF RIG: Floatel Endurance; Semi-Submersible Accommodation and Construction Support Vessel (ASV)  
ROTATION: 28/28  
TERMS OF EMPLOYMENT: Contract, Full Time  
CONTRACT: Short Term Contract; Estimate Six and Half (6.5) Months  
NUMBER OF POSITIONS: Three (3)

### **JOB SUMMARY:**

The role of the Offshore Installation Manager is to ensure that safe and efficient management of the vessel to the satisfaction of the Owners and the Client and to act a FI Representative.

### **PRE-REQUISITES/QUALIFICATIONS:**

- High School Diploma or Equivalent
- Canadian Master License Unlimited or STCW II/2 Unlimited Equivalent
- DP (Unlimited) Certificate
- 2 Years Experience as an Offshore Installation Manager or 2 years as a Chief Officer on Semi-Submersible Accommodation and Construction Support Vessel (ASV)
- 7 Years Offshore Experience
- 3 Years Semi-Sub Experience
- 2 Years Gangway Experience
- Minimum 5000 Hours Total DP Time
- Good verbal and written communication skills in English
- Must pass Physical, Drug Screen and Background/Pre-Employment Screening Checks

### **DUTIES AND RESPONSIBILITIES:**

- The responsibilities of the Offshore Installation Manager include, but are not limited to, the Health, Safety and Welfare of all personnel working on the Floatel Vessel and the protection of the environment.
- Responsible for the operation of the Vessel, the gangway and all other systems and equipment with safe limits and by the terms of the contract. They are the Client's contact person on board in connection with any contract. They will notify the owner of the consequences of deviating from the contract requirements and at no time shall they agree to any deviation without advising the owner.
- Maintain operational records and files on board and for ensuring that the certification is always kept up to date.

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- Responsible for the implementations of FIMS on board, including Policies. They shall, without delay, report to the onshore organization possible modifications that they consider necessary to ensure safety and environmental protection. They are also responsible for regularly reviewing the system to identify and recommend improvements. A Record of 1000-210-06F1 Master's Review Form shall be maintained on board and is part of the Company Management Review.
- Evaluate all situations, whether normal or of an emergency nature, and take proper actions to avoid or minimize potential damages or losses, with special regards to life. All decisions and actions should be based on the safety of personnel and equipment and to further the interests of the Company and the Client.
- Has the overall responsibility for the safety and integrity of the vessel and the safety and discipline of the persons on board.
- Responsible for all reporting to appropriate authorities as required by International, flag State and local Rules and Regulations as well as FI Policies and Procedures.
- Ensure full understanding of the Safety Observation and STOP system and full participation in this system.
- Shall assist FI Management in the following activities:
  - Review Gangway landing areas and DP Operation restrictions for new fields
  - Establish Local Specific DP Guidelines with Clients Representative
  - Review proposed anchor plans and (un-)mooring procedures;
  - Liaise with the CHO to ensure that all the necessary mooring equipment is on board:
  - Complete necessary paperwork on completion of a move:
  - Review "as laid" mooring plans & data.
- During anchor handling, the Offshore Installation Manager is in sole charge of the anchor handling operations, in conjunction with Client's Marine Representative and Masters of the AHTS'. They shall ensure that:
  - Before any operation, a meeting has been held so that all parties concerned are aware, fully briefed and acknowledge their responsibilities;
  - Master of the AHV's are aware of their tasks;
  - The survey Package (if required) and vessel's radars are fully operational;
  - Before an anchor is set, that all parties are in agreement on its position;
  - Guide an AHV at any time of the operation as they see fit;
  - They do not alter the proposed laid positions without first advising the office.
- The Offshore Installation Manager is in sole charge of any emergency response on the Floatel Vessel. Within 500m safety zone, the responsibility between the Master/OIM on the Floatel Vessel and the OIM on the Client's Installation is laid down in the project-specific Bridging Document.
- Other Duties as Assigned

The above is intended as a summary of the key requirements for the position and is not intended to be complete list of all duties and responsibilities.

It is the objective of Floatel International to ensure employment equity within the workplace. We encourage applications from Indigenous peoples, visible minorities, women, and persons with disabilities having the capability, qualifications, and experience to make application for this position. Qualified residents in Newfoundland and Labrador will be given first consideration in the staffing of these positions.