

July 17, 2019

JOB POSTING: Training and Document Control Coordinator

ISO 9001 Certified

TVIB provides training and educational resources to individuals that seek to be certified by TVIB as Subchapter M qualified auditors and surveyors, as well as to TVIB customers that seek to increase their knowledge and abilities to implement towing safety management systems, and to conduct internal audits and internal surveys of their companies.

TVIB operates in compliance with ISO 9001:2015. The successful applicant for this position will have responsibility for developing and delivering training to meet the needs of TVIB customers and staff, and for maintaining TVIB's QMS in compliance with ISO 9001:2015 as it relates to TVIB's operations.

The successful candidate for this position will have previous experience in training development and quality management systems and possess the following attributes and skill set:

- A passion for the towing industry and the desire to enhance the safety of vessel operations and compliance with regulatory requirements.
- Experience with towing vessel operations.
- Self-starter with ability to work both independently and as part of a team with ability to follow TVIB procedures, and work within agreed timelines.
- Preferably, the successful candidate would reside close to our main office in the Houston area, but working from a home office is possible if located near a major inland port area that our TPO customers operate within.
- Possess a TWIC, valid driver's license, pass a company physical including a drug test and appropriate background check.
- Familiarity with Coast Guard Regulations, with emphasis on Subchapter M and other laws and regulations governing waterborne commerce including marine casualty reporting.
- Experience utilizing Microsoft Office 365, with the ability to create Word documents, Excel spreadsheets, and PowerPoint presentations.
- Possess the necessary skills to create process documents within an ISO 9001:2015 framework and collaborate on the development of training and TPO program materials.
- Experience developing and conducting training in a traditional classroom setting, as well as other modern teaching methods including webinars, pod casts, and online training modules utilizing cloud-based learning management systems.
- Ability to design course curriculum with cost effective utilization of appropriate learning tools to achieve industry recognition as best in class and Coast Guard acceptance.
- Previous experience conducting compliance audits, preferably Subchapter M or AWO RCP audits or equivalent preferred.
- Previous experience conducting internal audits of a Quality Management Systems, to ensure compliance with the organization's ISO 9001:2015 certification preferred.
- Develop and track new procedures and revisions to TVIB procedures.
- Develop and report on status of corrective actions and preventive actions discovered by staff for system improvement.
- Provide training to TVIB stakeholders on changes and enhancements to the TVIB quality management system.
- Coordinate both internal audits of the QMS and external certification of the TVIB QMS for continued compliance with ISO 9001:2015.
- Work as part of TVIB team to:
 - Help TPO customers with clearing 835Vs, as periodically requested by the Coast Guard and or our customers. The clearing of 835Vs may involve work outside of normal business hours in order to support our customers need to return vessels to service as efficiently as possible.
 - Possess excellent verbal and written skills to effectively communicate with customers, the U.S. Coast Guard, and other relevant stakeholders, acting as both a representative of TVIB and as a mentor to TPO customers and auditors/surveyors learning how to implement a towing safety management system, or that may have questions while conducting audits or surveys.

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- Ability to provide oversight and training of both third party and internal auditors and surveyors by reviewing audit and survey reports for accuracy, consistency, and proper reporting findings in an objective and correct manner, as outlined in the TVIB quality management system.
- Experience with towing vessel repairs, including conducting repairs in accordance with NVIC 7-68 and other relevant standards preferred.
- Flexibility to travel occasionally for training classes assignments, and to attend business meetings or to participate in TVIB training sessions.
- Individuals that have achieved TVIB status as Certified Lead auditors, and/or TVIB certified Dry Dock/ ISE certified, or equivalent levels of certification are preferred.
 - For those without previous TVIB certification, the successful applicant will be required to achieve these certifications as soon as possible following employment with TVIB.
 - TVIB will provide training at TVIB's expense to achieve these certifications.

Serious Inquiries Only

- For consideration, send cover letter, resume and salary requirements to: tavaf@thetvib.org
- Inquiries submitted without a cover letter, resume and salary requirements will not be considered
- If selected for an interview, must complete an application and provide references for persons that can speak to recent and relevant work experience, *references will be contacted*