



1000 – 1130 West Pender Street  
Vancouver, BC V6E 4A4  
Tel: 604-666-6771  
Fax: 604-666-1647  
Email: [info@ppa.gc.ca](mailto:info@ppa.gc.ca)

## Relief Dispatcher - Victoria

### Organization

- A federal Crown Corporation based in downtown Vancouver, the Pacific Pilotage Authority (PPA) provides safe and efficient marine pilotage services in the coastal waters of British Columbia, including the Fraser River.
- PPA offers a dynamic environment and competitive compensation and benefits for full-time employees, including a defined benefit pension. For more information about PPA, please visit <https://www.ppa.gc.ca/>

### Job Description

Responsible for co-coordinating the dispatching of marine pilots to vessel movements within British Columbia, to maintain the safe movement of vessels, and maximize the efficient use of pilotage human resources.

### Salary

During the training period, you will be paid 70% of the hourly wage, which is \$34.64, plus an additional 16% in lieu of benefits and 6% in lieu of vacation. Following the end of training, hourly pay is \$42.07 plus an additional 16% in lieu of benefits and 6% in lieu of vacation. After 42 shifts are completed as a trained dispatcher, the hourly rate will increase to \$49.49.

### Key Responsibilities

- Receives dispatch orders from agencies and transfers all related information into the pilotage management software
- Verifies order times, pilot availability, restrictions and ship readiness
- Facilitates information exchange between relevant parties including pilots, agents, coast guard, and tug companies
- Dispatches pilots to orders as laid out in the Pilotage Dispatch Manual and BCCP contract
- Arranges necessary transportation and accommodation for pilot as required

### Work Schedule - Relief Coverage

As a relief dispatcher the bulk of the work opportunities occur during the summer months and other holiday seasons. The successful candidate would anticipate near full-time hours on an on-call, as needed basis during the summer months and then occasional shifts during the rest of the year. There will be an approximate one to three-month training period where the candidate will be working full time. **It is**



1000 – 1130 West Pender Street  
Vancouver, BC V6E 4A4  
Tel: 604-666-6771  
Fax: 604-666-1647  
Email: [info@ppa.gc.ca](mailto:info@ppa.gc.ca)

**essential that the successful candidate has a schedule flexible enough to work full-time during the training period to pick up relief shifts on an as needed basis following the end of the training period.**

- Candidates must be a resident within the Victoria area.
- Candidates will be required to work shift work; a full shift is up to 12 hours from 06:00 to 18:00 or from 18:00 to 06:00.
- Candidates must be able to work any day of the week, statutory holidays and must be available on short notice.

### **Key Skills**

- Excellent organizational and communication skills
- Multi-tasking and critical thinking
- Adapt to stressful situations
- Excellent computer skills
- Dispatch experience or marine knowledge is an asset but not required

### **Accommodation and Application**

If you require accommodations through the hiring process, please let us know. All information received in relation to accommodation will be kept confidential.

The successful applicant for this position will be required to complete a Police Information Check/Criminal Record Check as a condition of employment.

Applications can be submitted via email to [hr@ppa.gc.ca](mailto:hr@ppa.gc.ca) until **Tuesday May 5, 2026**. Please note that resumes in a Word or PDF document are required for consideration, even when applying through Indeed.

### **Employment Equity**

*We are committed to building a diverse workforce and inclusive work environment and encourage applications from women, Indigenous Peoples, persons with disabilities and visible minorities. If you require accommodations throughout the recruitment and hiring process, please let us know. All information received in relation to accommodation will be kept confidential.*