

• Tool Crib Attendant/Fleet Maintenance Coordinator

- Collicutt Energy Services Corp is currently seeking a full time Tool Crib Attendant to join our Red Deer facility. We are specifically looking for a well-organized individual with basic tool and fleet maintenance knowledge. This is a new position within our organization and will give the right candidate the opportunity to forge their own path within our growing family run business.

- ***We offer: Competitive Wages, Overtime Opportunities, Solid Group Benefits, RRSP Matching, Referral Bonuses, PPE Allowances, Course Reimbursements and Modified Shift Schedules which Promote Work/Life Balance!***

- **Primary Job Functions:**

- Create, organize and maintain tool crib for efficiency
- Improve upon current tool crib processes
- Add non-inventoried tooling into existing tool crib
- Sign out tools to field and shop technicians as requested
- Maintain in house rigging equipment
- Maintain and manage all calibrated tooling
- Escalate damaged, modified or out of service tools to leadership
- Coordinate replacement and/or repair of damaged or broken tools and equipment
- Perform regular inventory counts of tool crib
- Ordering, stocking, and maintaining consumables
- Manage vendors for tooling, consumables and third party services
- General housekeeping of tool crib to professional look
- Management of company fleet and fleet maintenance including service vehicles and lift equipment
- Commitment to Collicutt Core Purpose and Core Values
- All other duties & requests as required

- **Required Competencies:**

- Self-motivation; the ability to work in a very dynamic environment
 - Strong attention to detail
 - Effective time management skills
 - Thorough record keeping skills
 - Above average organizational capabilities
 - Proficiency in computer use and the ability to learn new software applications
 - Valid driver's license and clean abstract
 - Ability to pass pre-employment medical/physical testing as well as provide a clean criminal record check
 - Ability to provide satisfactory professional references
- The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance Program.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of

our FAMILY. Please submit your resume in confidence, along with your salary expectation and availability date to hr@collicutt.com.

- *No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~ It's Fun to Win ~ Finding a Better Way*

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