



## Position Description

**Position Title:** Nisku Shop Manager

**Work Location:** Nisku

**Department:** Transportation

**Title of manager this position reports to:** Transportation Manager

**Positions reporting to this role:** Mechanics, Welders, and Wash Bay Attendant/Shop Labourer

**Work Rotation (if applicable):** Monday to Friday

**Work Days / Hours:** 8 hours per day

**Purpose of Role:** Responsible and accountable for effective hands on leadership of the Nisku Shop and the maintenance program for the Transportation Department.

### CORE RESPONSIBILITIES

- Plans, schedules and supervises the work of mechanics, welders and labourers.
- Scheduling all maintenance to be performed on company equipment.
- Scheduling of mechanics, welders, and wash bay attendant/labourer.
- Assist mechanics with troubleshooting.
- Communication with Southern Transportation Supervisor to effectively have equipment in place for maintenance so we are maximizing efficiency in the shop.
- Ensure all work is carried out to quality and specification requirements in a cost-effective manner along with documentation completed on time.
- Assist Transportation Manager in budgetary planning and reports required by senior management.
- Opening and completing daily work orders.
- Arrange all outside maintenance and warranty work to be completed on company equipment.
- Work with the Parts Department to ensure timely receipt of parts.
- Conducting daily tailgate meetings.
- Support and encourage continuous improvement in the workplace.
- Performs administrative duties such as verifying time punches, interviewing potential employees, employee performance management.
- Adhering and promoting Tiger Calcium's HSE policies and procedures.

### REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Minimum 5 years' experience managing a maintenance shop and supervising a crew of up to 12 employees.
- Red Seal Journeyman Heavy Duty Mechanic ticket, CVIP license.
- Valid driver's license is needed, Class 1 would be considered an asset.
- Experience with Cummins engines, hydraulic systems, Super B.
- Moderate proficiency in other MSOffice applications (Outlook, Word, Excel).
- Experience with TMW / TMT software application would be considered an asset.
- Experience and considerable knowledge of the methods, materials and equipment used in the maintenance and repair of various types of heavy equipment and other power driven equipment and tools.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Capable of preparing and maintaining accurate records and reports.
- Ability to analyze and give direction for mechanical failures.
- Has a collaborative communication style at all levels of the organization demonstrating an open, honest, and consistent approach to working with others.

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

| <i>Document Revision Control</i> |  |
|----------------------------------|--|
| <b>Document Name</b>             | Position Description – Shop Manager  |
| <b>Department</b>                | Maintenance  |
| <b>Document Owner</b>            | Jodey Penton   |
| <b>Document Location</b>         | n:\position descriptions\maintenance\shop nisku\revised\shop manager position description.docx |
| <b>Revision #:</b> 0.1           | <b>Revision Date:</b> February 2018  |



### PHYSICAL REQUIREMENTS / WORK CONDITIONS

- Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, squatting and kneeling, lying down, and lifting up to 50 lbs.
- Work is performed in an office, warehouse and shop environment. Exposure to diverse weather conditions such as wind, heat, cold, snow, and rain.

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

| <i>Document Revision Control</i> |  |
|----------------------------------|--|
| <b>Document Name</b>             | Position Description – Shop Manager  |
| <b>Department</b>                | Maintenance  |
| <b>Document Owner</b>            | Jodey Penton   |
| <b>Document Location</b>         | n:\position descriptions\maintenance\shop nisku\revised\shop manager position description.docx |
| <b>Revision #:</b> 0.1           | <b>Revision Date:</b> February 2018  |