

FINDING WORK



Night Wolf Energy Services

The Company

Night Wolf Energy Services has been in operation since 2009. Independently owned and operated, it is an oilfield service company and heavy truck and trailer parts and repair facility dedicated to customer service and supply.

The company is a licensed CVIP inspection facility for light and heavy trucks, light and heavy motor homes, trailers, school buses and commercial buses. They are also licensed to do Out-of-Province inspections for heavy trucks and light and heavy motor homes. They also provide a seasonal inspection service.

Night Wolf's pump jack division consists of two crews of technicians with over 100 years of oilfield experience between them. They offer inspection and maintenance programs, complete repair and installation, inventory management, as well as the buying and selling of any and all oilfield related equipment.

The Work

In addition to heavy truck and trailer repair, the facility also offers automotive repair, bus repair, motor home repair, oil changes and merchandises Wabasto Heaters.

The company currently employs an office administrator and two heavy duty mechanics. Apprenticeship positions are available, and the potential exists for expansion of the facility.



The Ideal Candidate

The ideal candidate will have the following attributes:

- Hardworking, reliable and motivated
- Efficient, with good time management skills
- Good communication skills
- Excellent product knowledge and customer service skills
- Mechanically inclined, with the ability to work independently
- Heavy duty mechanics should be fully licensed

Office Administrator

Responsibilities include:

- AP/AR, payroll, WCB, marketing and advertising, general office administration
- Safety Program coordination



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Reception and customer service
- Telephone reception
- Parts sales as required
- Review of invoices, payments by Visa, Debit, MasterCard and cash
- Computer literate in Excel, Word, Simply Accounting
- Knowledge of company system Cortex would be an asset
- Knowledge of IS Network Safety program is an asset
- Development of Safety program
- Planning and attending monthly safety meetings
- Taking minutes at meetings
- Coordinating safety inspections

Heavy Duty Mechanics

- Must be a fully licensed Heavy Duty Mechanic
- Graduate of an accredited training institution
- Must hold CVIP certification
- Licensed Automotive Certification a definite asset

Responsibilities include:

- Check heavy equipment for proper performance and inspect equipment to detect faults and malfunctions
- Diagnose faults or malfunctions using computerized and other testing equipment to determine extent of repair required
- Repair or replace defective parts, components or systems, using hand and power tools
- Test repaired equipment for proper performance and ensure that work meets manufacturers' specifications
- Clean, lubricate and perform other routine maintenance work on equipment
- Perform repair work on heavy trucks
- Attach components if required

Training

All staff are trained in Safety, WHMIS, First Aid and Defensive Driving. Regular safety meetings are held.

Hours of Work

Hours of work are presently Monday to Friday from 8:00 a.m. to 5:00 p.m. although the company sees the potential for opening Saturdays during peak periods. The facility currently closes on Saturdays, Sundays and Statutory Holidays.

Salaries and Benefits

Salaries are paid commensurate with qualifications and experience and meet or exceed industry standards. Medical and Dental Benefits are provided after a three-month probationary period. Vacation and vacation pay meet the requirements of the *Labour Standards Act*.

How to Apply

Vacancies are typically advertised through Lakeland College, in local newspapers, and on internet sites such as Kijiji, and the Chamber of Commerce website at www.vermilionchamber.ca.

Interested applicants should apply, with résumé, references and proof of qualifications and certification to:

Karen Fogarty
Office Administrator
Night Wolf Energy Services
4517 – 46 Avenue
Vermilion, AB T9X 1J2

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