

## Position Description

Title: Shop Foreman  
Reporting To: Branch Manager  
Division: Electric & Controls  
Location: Drayton Valley, Alberta

Tarpon is searching for a Shop Foreman to join our Electric & Controls team in Drayton Valley, Alberta. The Shop Foreman will be responsible to engage in the repair and maintenance of instrumentation equipment. This role is also responsible for inspecting completed work and ensuring that it meets all company and industry standards.

### Duties and Responsibilities

- Monitors and tracks all shop repairs and maintains accurate work records.
- Maintains quality control, yard and shop organization.
- Ensures all equipment and machinery is properly certified and maintained.
- Participates in the repair and reconditioning of standard and specialized machinery and equipment.
- Participates in assembling and repairing equipment and other related units.
- Performs inspections of completed repairs to ensure thorough and quality of repair and suitability of machinery for return to service.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.
- Complies with standards and procedures of the Tarpon Health & Safety Manual and Occupational Health & Safety Regulations

### Skills, Abilities and Educational Background

- Knowledge of and experience in motorized equipment repair, maintenance and testing.
- Understand the characteristics and maintenance needs of a wide variety of mechanical equipment.
- Ability to organize equipment and shop personnel to meet work requirements.
- Current and valid class 5 drivers' license required.
- Understand and follow oral and written directions.
- Enthusiasm for challenge and new initiatives are prerequisites.
- Ability to assume responsibility, interface and communicate with others.
- Ability to establish and maintain cooperative working relationships with others.

Must have own transportation as location is not accessible with public transportation.

### Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary, a full benefits plan that is effective on the first day of employment and a matching RRSP program. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

### To Apply

To apply for this posting, e-mail your **resume and cover letter** to [careers@tarponenergy.com](mailto:careers@tarponenergy.com). You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., 7020 - 81 Street SE, Calgary, AB T2C 5B8; Fax: 403-265-5825