

Position Description

Title: Instrumentation Manager
Reporting To: Branch Manager
Division: Electric & Controls
Location: Ft. St. John, British Columbia

Tarpon is searching for an Instrumentation Manager to join our Electrical & Controls team in Ft. St. John, B.C. The Instrumentation Manager is primarily responsible for managing instrumentation projects with a continuous focus on safety, cost control and client satisfaction. In addition, this position requires an individual who has a history of producing quality work with attention to detail, in order to meet and exceed client needs.

Duties and Responsibilities

- Monitors costs, productivity, and scheduling associated with the branch and area operations.
- Supervises team employees and contractors to enhance/improve skill levels; train and mentor direct reports.
- Relays the company mission statement “Meets or Exceeds Expectations Every Time” in all that we do.
- Adheres to and facilitates implementation of all environment, health and safety standards; “zero tolerance” is our Tarpon standard and it is our expectation that all employees are committed to this level of excellence. In addition you will be required to review monthly safety summaries and perform site inspections within your area.
- Monitors expenses, inventory, non-chargeable, DSO and budget requirements in your branch on a monthly basis and report to Branch and Area Managers.
- Maximizes manpower and vehicle utilization within your branch and communicate with other areas of Tarpon.
- Participates with Branch and Area Managers to generate branch budgets and present to E&C Head Office for approval.
- Develops and maintains relationships with external suppliers, Tarpon managers, and customers.
- Participates in the ongoing evaluation and performance of employees and contractors/consultants.
- Ensures optimum utilization of labour, material and other resources across all projects.
- Examines new opportunities and work closely with Branch and Area Managers to enhance and grow the Edmonton area business.
- Enforces all company policies and procedures.
- Assists with the establishment of best practices and standards for all Tarpon services e.g. estimating, managing business development opportunities, evaluating projects, ensuring quality of delivered products, and documenting all processes as well as overall design specifications.
- Liaises and is the key contact for selected Instrumentation projects.
- Commits to the success of other teams as well as support of management and the executive team.
- Examines new opportunities and relays information specifics to senior management.
- Identifies and implements expense reduction management opportunities designed to meet or exceed Tarpon’s budgets.
- Complies with standards and procedures of the Tarpon Health & Safety Manual and Occupational Health & Safety Regulations

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Skills, Abilities and Educational Background

- 5+ years Instrumentation Technician experience.
- Must have a current Journeyman Instrumentation Ticket.
- 3 - 5 years supervisory experience.
- Previous Oil and Gas experience is preferred.
- Excellent communications skills, both verbal and written.
- Knowledgeable in MS Office, particularly Word, Outlook and Excel.
- Must be able to work well in a team environment.
- The ambition to grow the instrumentation business in the designated area.
- Travel is required for this role.

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. 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