



EMPLOYMENT OPPORTUNITY

Job Title: FUEL TRUCK DRIVER – FULL-TIME

Department: Mackenzie Petroleum LTD.

Standard Hours Bi-Weekly: 75 hours

Starting Date: Immediately

Wage: \$31.23/hour

Closing Date: On Going

ESSENTIAL QUALIFICATIONS:

- Experience driving fuel trucks, with in-town conditions.
- Perform pre and post trip inspections on equipment, ensuring safety and road worthiness.
- Ability and experience in ensuring maintenance on trucks and equipment are kept up to date.
- Experience dealing tactfully and respectfully with the public.
- Knowledge of vehicle repairs and maintenance scheduling, or a willingness to learn.
- Knowledge of hazards and safe work practices with respect to equipment and vehicles.
- Strong organizational and time management skills.
- Ability to work with minimal supervision to achieve predefined goals in a timely manner.
- The ability to develop relationships with both vendors and team members to ensure that a diverse set of needs are being met.
- Discretion, tact, ability to maintain confidentiality, compassion, and good judgment.
- Safe loading and unloading of fuel trucks.
- The ability to problem solves and look for new and creative solutions.
- Ability to take initiative.
- The ability to work with customers to identify their needs, understand their situation and work to provide a win/win solution.
- The willingness and ability to jump in where needed, adapt on the fly, and work as part of the team.
- Plan trip logistics and obtain required documentation to transport goods
- Perform pre-trip, enroute and post-trip inspection of vehicle systems, equipment and accessories such as tires, lights and turning signals, brakes.
- Administer bills of lading and manually or electronically maintain log books
- May perform emergency roadside repairs i.e., Tire change

Requirements:

- Criminal Records Check.
- Valid Class 3 driver's license with air brakes, and a clear driver's abstract plus liquid delivery experience
- Standard or Remote First Aid certification, an asset.
- Ability to work outside year-round in adverse weather conditions.
- WHMIS Certificate required
- Able to lift 50lbs and work in winter conditions

Opportunities for additional training present and encouraged!

**Wage: Highly Competitive and Based on Experience
Benefit package for permanent employees**

*CII Hiring Policy Applies (Preference will be given to a qualified Tr'ondek Hwech'in citizen)
Please submit a detailed resume to:*

CONTACT

Shirely Paraluman

C/O Chief Isaac Inc

PO Box 1110

Dawson City, YT Y0B 1G0

Email: info@chiefisaac.ca

We thank you for your interest, however, only those candidates selected for an interview will be contacted.



EMPLOYMENT OPPORTUNITY

Job Title: OPERATION TEAM LEADER/FULLTIME

Department: Mackenzie Petroleum LTD.

Standard Hours Bi-Weekly: 75 Hours

Starting Wage: \$ 31.73 /hour - Negotiable

Starting Date: Immediately

Closing Date: On - Going

Full Job Description:

- The incumbent will be required to take directions and report directly to the CEO, and use independent judgment in scheduling meetings, assembling materials, providing appropriate information to callers and coordinating in timely manner.
- Work with management to develop improvement projects including design, budgeting, justification, management, and reporting.
- Providing facility leadership and back up support team
- Lead the operations team, promoting a safe operating culture according to safety and environment standard
- Work with the maintenance department to prioritize repairs and improvement of projects
- Assist in managing elements of the facilities Safety Management program.
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility
- Plan and manage the facility's operations budget.
- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs
- Administer contracts for the provision of supplies and services
- Capable of ordering fuel, tracking deliveries, and ensuring payments from customers

Assets:

- Knowledge of general office practices and procedures
- Proficiency in business computer programs such as: Microsoft Office Word, Excel, Outlook, supply documentation and PowerPoint
- Experience in processing work according to company's establish procedures
- Very good organizational and time management skills
- Good verbal and written communication skills
- Ability to prepare documentation accurately from verbal and written instructions
- Ability to meet deadlines
- Responsible and reliable work habits
- Ensure documentary back up for all transactions

Employment Requirements

- The Operations Administrator require completion of a college or university program in business administration or in a discipline related to facility operation and maintenance or an equivalent combination of technical training and experience in administration or maintenance.
- Criminal Records Check.
- WHMIS Certificate required.

Benefit package for permanent employees

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