

1.0 Job Posting

Posting Date: 2021/10/04	Closing Date: Open Until Filled
Position: Transportation Field Supervisor	Schedule: 14 day/nights on, 7 days off
Job Location: Syncrude Base Plan and Aurora	Type: Full-time, Permanent

2.0 Opportunity Description

Travel Allowance & Accommodations: Local Hire's Only

3.0 Duties

- Job Duties will include the following responsibilities as a minimum. During your tenure, duties will change and evolve.
- Assist the Transportation Coordinators, Dispatch Team & Fleet Attendants with any changes to scheduled work
- Observe and mentor pre & post trip inspections to ensure compliance in procedure at each shift, provide assistance and guidance and coaching to drivers as required
- FMA site presence
- Abide by all FMA and client procedures and policies
- Dispatch and clear buses
- Provide a post shift report to the Transportation Coordinator at the end of each shift AM & PM
- Respond to incidents as required to control and contain the scene, initiate incident investigations, collect statements, provide appropriate notifications as per FMA call matrix
- Provide route assessments and suggestions for improvement as required
- Join in daily meetings with Transportation Coordinator
- Provide route coverage as needed
- Provide occasional administrative support to the Transportation Coordinators
- Other duties as assigned

4.0 Qualifications

Education Skills & Experience

- Must be able to problem solve in fast paced environment
- Excellent customer service skills are required
- Basic computer knowledge (Microsoft Office Suite)
- Dispatching experience is considered an asset
- Must be comfortable operating a 2-way radio system
- Excellent organization skills and attention to detail is required
- Must be able to communicate professionally via phone, text & email
- Must have up to date WorkHub requirements
- Firm knowledge and understanding of all FMA and client rules, policies and procedures
- Willingness to adapt, grow and learn is a must
- Must have valid Class 1 or 2 license with clean abstract
- Prior leadership experience would be an asset

5.0 How to Apply

Should you meet the requirements listed above, please email your resume to hr@fortmckayalcor.ca

6.0 About Fort McKay Alcor

In 2015, two community-minded businesses in the Regional Municipality of Wood Buffalo partnered together to forge Fort McKay Alcor — your local and aboriginal solution for site services and construction projects. As separate entities, both Fort McKay Resources and Alcor Facilities Management built solid reputations as business leaders and pillars of the region.