



## Scheduler

### **Basic Job Description:**

The Scheduler is responsible to support all Planning and Scheduling of Operations Crews & Equipment. The Individual will schedule all awarded Tenders and adhoc job requests. This position is Based out of Lloydminster, AB. This position will report to the Operations Manager.

### **Education & Training:**

- Completed Grade 12 Minimum
- Post Secondary Education would be a preference
- Safety Tickets Preferred: H2S, First Aid
- In house training includes:
  - Workplace Hazard of Dangerous Goods (WHIMIS)
  - Transportation of Dangerous Goods (TDG)
  - Construction Safety Training Systems (CSTS09)
  - Electronic General Safety Orientation (EGSO)
  - Complete training of all Big Bore Directional Drilling practices and procedures and be deemed competent

### **Experience:**

- Previous Dispatch, Planning & Scheduling of People & Equipment would be considered an asset

### **Duties:**

- Planning, Scheduling & Dispatching Crews and Equipment
- Taking on-call rotations on weekends and evenings
- Coordinating Maintenance activities within all Company Assets

### **Skills, Knowledge, and Abilities:**

- Excellent organizational and time management skills
- Strong written & verbal communication skills will be required.
- Work Independently
- Ability to follow directions
- Follow all Safe Work Practices and Job Procedures
- Maintain a Safe Work Environment
- Ability to read Maps & Drawings
- Proficient in Microsoft Operating systems as Must

### **Position Requirements:**

- Physically Fit
- Ability to lift 50lbs +
- Possess a clean Driver's Abstract
- Ability to think and react to changing conditions quickly
- Mechanical aptitude
- This is a Safety Sensitive Role

**\*\* Pre-Employment Drug and Alcohol Testing will be conducted**

Please submit your cover letter and resume to [admin@bigbore.ca](mailto:admin@bigbore.ca)