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Manager, Fred H. Ross (FHR)

Hours of Work: 5 days – 40 hours a week
Location of Work: Cambridge Bay, Nunavut
Is position eligible for bilingual bonus? Yes
Should position have a trainee? Yes
Criminal Record Check Required? Yes?

PURPOSE

The Manager of Fred H. Ross and Associates Limited (FHR) is responsible for the storage and distribution of all petroleum products for the Hamlet of Cambridge Bay, Nunavut.

SCOPE

The Manager FHR, reports directly to the Chief Operations Officer (COO) and is responsible for the safe and efficient purchase, storage and distribution of an annual supply of various petroleum products.

RESPONSIBILITIES

The Manager will be responsible for overseeing the activities of assigned staff and will ensure they are trained and able to follow pre-determined procedures and safety regulations. The Manager will identify training requirements, recommend staff for training and ensure sufficient numbers of employees from labour pool are trained in safe handling of fuels.

Manager will determine the annual petroleum products re-ordering needs. Re-ordering needs will be discussed with the General Manager of KPI, the Chief Operations Officer and the Chief Financial Officer to ensure that the best price and contract is negotiated. The Manager must take into consideration existing stock, usage patterns and annual budget.

During fuel transfer process, Manager will ensure required environmental protections and safety procedures are followed and that all staff are trained in the proper procedures.

Manager will monitor the tank farm, equipment and vehicles. This will include forecasting for future equipment needs, vehicles, staffing requirements and replacement schedule of tank farm.

Manager will ensure fuel quality checks are conducted (monthly “dips” for heating fuel and gasoline and semi – annually for aviation fuel) and reports provided as required, following established internal procedures.

Manager will establish regular and “call out” schedules for timely and efficient fuel delivery; follows up on any customer problems or complaints. Manager will also establish policy on communication with customers regarding deficiencies in their heating fuel tank and external piping.

Monitors cash flow and fuel supplies and makes adjustments to processes, schedules, etc., as required. Manager will be required to verify daily, weekly and monthly time sheets and fuel slips.

Manager will also be required to produce monthly Fred H. Ross fuel reports for the Divisional Controller in Cambridge Bay.

Knowledge, Skills and Abilities

Knowledge of proper fuel handling techniques and safety procedures required. The Manager should have experience in refueling aircraft and monitoring of fuel for quality control purposes and safety concerns.

Knowledge of sea lift operations.

Strong supervisory skills and the ability to lead and motivate staff.

Strong analytical and problem solving skills: The ability to analyze a problem, find the root cause and implement an improved procedure to minimize the chances of this issue re-occurring.

Class 3 drivers license with air brake endorsement.

Working Conditions

Physical Demands

The incumbent will spend the majority of their work day sitting in front of a computer monitor. Heavy lifting will be required on a regular basis as will fine detail work. Mechanic should be able to comfortably be able to lift up to 50 pounds on occasion.

Environmental Conditions

Typically the incumbent works in a comfortable office environment. Approximately one third of the time, the Manager will be required to work out of doors and may be exposed to inclement weather, dirt and petroleum products and fumes, proper safety equipment will be provided. As the position is based in the Arctic, adverse weather conditions are to be expected.

Sensory Demands

The incumbent must spend long hours on the computer analyzing data and preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands

The Manager FHR, will have to manage a number of requests and situations at one time. Stress may be caused by tight deadlines, the variety of tasks and the volume of the workload at certain times of the year.