



Job Title: Fleet & Fuel Coordinator  
Position Type: Contractor  
Position Sub Type: Contractor  
Work Location: Conklin, AB  
Shift: 7&7 Rotation Site (Canada)

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At MEG, you can bring your unique knowledge and experience to work and contribute your ideas to drive our purpose, which is to supply the world with environmentally and socially responsible energy, while generating long term value for all our stakeholders. We are looking for talented individuals to bring their skills and experience to our dynamic and inclusive culture of performance and innovation.

We are proud to be an Alberta-based company where our leaders are local, accessible to MEG's employees and committed to operating responsibly. We are guided by our operating priorities to ensure we care for:

- Ourselves and all others.
- The environment and the communities in which we live and operate; and
- Our business and its long-term performance.

### **Fleet and Fuel Coordinator (Contract Role), Christina Lake / Conklin, AB**

Reporting to the Superintendent, Site Services, the Fleet and Fuel Coordinator will be responsible for planning, scheduling, and coordinating all required repairs and maintenance associated with the company's fleet of vehicles and equipment. In addition to ensuring maximum equipment lifespan, minimal downtime and compliance, the Fleet and Fuel Coordinator will provide input and guidance to ensure that ongoing vehicle and equipment requirements align with company workload, costs and manpower targets.

This is a hybrid role split 60% in the office and 40% performing repair and maintenance of vehicles and equipment. This is a Fly-In, Fly-Out camp-based position working on a 7x7 rotation (Tuesday - Tuesday), flying out of Calgary or Edmonton.

*\*Please note, this is a 12-month contract position with compensation as a straight hourly rate. There is the opportunity for contract renewal\**

#### **Your Day to Day will include:**

- The Site Services Fleet and Fuel Coordinator will be responsible for, but not limited to the following:

- All general administration of MEG's vehicle and equipment fleet
- Lead a small team including a fleet mechanic and a laborer to execute timely repair and maintenance of fleet vehicles and equipment while following MEG's Operating Priorities and Vision of Nobody Gets Hurt
- Input of MEG's fleet and manufacturer's recommended maintenance requirements in Maximo database, and ongoing management of a preventative maintenance program
- Input of parts inventory into Maximo database, and oversight of ongoing purchasing and inventory requirements to support all fleet repair and maintenance
- Regular progress and cost reporting to Site Services personnel and cost control teams
- Assurance of optimal purchase and rental arrangements
- Tracking and coordination of site-wide fuel requirements and deliveries
- Manage the GPS tracking program for maintenance intervals and report on non-compliances
- Liaise with finance/cost control for allocation of fuel and fleet costs
- Provide usage reporting on vehicles, equipment, fuel and GPS
- Interface with Operations, Drilling and Projects to oversee the process for equipment purchasing and leasing
- Turnaround equipment and vehicle coordination and support
- Assign and re-assign work based on site priorities and emergencies
- Make sure that maintenance and repair scopes are executed in accordance with all corporate policies and legislated regulations
- Coordinate 3rd party vendors to provide regulatory and compliance required services – CVIP, NDT, tank inspections, etc.

*Environment Health Safety:*

- Ensure all work is planned to meet or exceed MEG Energy's safety policies, standards and guidelines.
- Work closely with Site Services personnel to ensure that job plans include accurate and current safety and environmental considerations.
- Report incidents according to protocol and following up with such incidents with corrective and preventative measures.
- Ensure all Fleet staff and contractors are aware and adhere to incident reporting protocol.

**Qualifications:**

- Must be legally entitled to work in Canada.
- Journeyman Heavy Duty Mechanic ticket required.
- Additional tickets in automotive mechanics and/or small engine mechanics considered an asset.
- 10+ years of experience as a Heavy Duty Mechanic or Fleet Manager/Coordinator

- H2S Alive and Standard First Aid are required.
- Knowledge of Maximo or experience using Computerized Fleet Management Systems is required.
- Fleet management experience is a strong asset.
- Well-developed leadership skills to coach and mentor Heavy Duty Mechanics and Fleet Laborer as required.
- Strong analytical, planning and coordination skills.
- Excellent time management, organizational skills and willingness to take initiative required.
- Ability to communicate in a clear and concise manner both verbally and written as well as the ability to adapt your communication style to meet the objective or situation at hand.
- Knowledge of OH&S, AB Health and other applicable regulations and codes
- Ability to work independently, multi-task, and manage competing priorities in a changing environment and within defined timelines.
- Desire to drive continuous improvement.
- Ability to work with MS Office (Visio, Outlook, Word, Excel, PowerPoint)
- Working level knowledge of health and safety Regulations and Safe Work Practices
- This is a Fly-In, Fly-Out camp-based position working on a 7&7 rotation (Tuesday - Tuesday), flying out of Calgary or Edmonton.
- This is a full time, temporary contract role for a 12-month term, with opportunity for renewal.

Please apply by submitting your cover letter and resume.

At MEG, our employees are committed to:

- **Safety** - Foundational in everything that we do. We are committed to both physical safety at our work sites as well as safety in belonging and bringing your true self to work.
- **Being Local & Committed to Our Community** – We are proud to have been built in Alberta. Our leadership team lives in Alberta, knows its staff by name and cares about operating responsibly where we live. We are committed to achieving net zero GHG emissions by 2050 and supporting our local communities through volunteering our time, talent, and resources.
- **Big Ideas Creating Opportunities** – We believe in the ability to impact one's role by thinking differently and bringing creative ideas forward. We believe in working in a team with diversity in skills, experience and thoughts leading to improved decision-making and problem-solving. If you have an idea, you are empowered to develop and bring it to life.

- **Talent Development** – We are a company that believes in the potential of our people. Our approach to development is through on-the-job experiences, mentorship, and formal learning. At MEG you can learn, gain experience, and develop skills. Wherever you are in your career, we want you to grow. Our employee's development is at the core of our success.
- **Total Rewards** – We offer industry competitive pay with short-term and long-term incentive programs to reward your contributions. Our employees participate in our MEG-A-FITS benefit program with medical, dental, life insurance and more to meet your family's needs as well as health and wellness programs to support being active outside of work, time off and flexible work options.

If you are looking for an exciting opportunity to build a career in an innovative and dynamic organization, please submit your resume by clicking on Apply. We thank all applicants for their interest. Only candidates selected for an interview will be contacted. MEG Energy is an equal opportunity employer who values diversity in our workforce. We work to ensure that our policies and practices protect individuals and groups under applicable human rights legislation. We will respond to accessibility accommodations by applicants upon request.

At MEG, every business decision we make, no matter how big or small, aligns with our Core values:

**Be the Example – Connect With Each Other – Collective Strength –  
Accept the Challenge – Think Big Picture**

Please Note:

To Apply for a job, you will need to create an account on this site so that we can provide you with information and documents throughout the application process. When you click on the 'Apply' button you will be re-directed to a page where you can sign into your existing email address and password or create a new account. We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. MEG Energy is an equal opportunity employer.

\*\*Recruitment Fraud\*\*

Please note that some candidates have experienced recruitment fraud where an individual that claims to be affiliated with MEG makes a false offer of employment and requests personal information or payment from the candidate. At MEG Energy, we meet with a candidate in person before a formal offer is made and we only correspond with candidates through email addresses ending with @megenergy.com. Also, MEG Energy does not require payment or fees from anyone seeking employment with us. MEG does not require applicants to provide copies of personal documents such as passports, birth certificates or banking information as part of the application process. To ensure a job opportunity with MEG Energy exists, please review the job opportunities accessed through the link below.

Please email [recruitmentfraud@megenergy.com](mailto:recruitmentfraud@megenergy.com) if you believe you have experienced recruitment fraud.