

## **YARD SUPERVISOR**

**REPORTS TO OPERATIONS MANAGER**

### **DUTIES & RESPONSIBILITIES**

- Maintain 5<sup>th</sup> St. yard conditions and contents. Maintain 4<sup>th</sup> & 5<sup>th</sup> St. facility conditions.
- Direct services which maintain the yard & facilities within budget.
- Purchasing for yard, facility and inventory. Generate AFE's for facility and equipment.
- Monitor storage bookings for the yard and recommend alternate sites if required.
- Maintain security systems.
- Work with Tri City Drilling Shipping & Receiving and Equipment Manager.
- Works and has communications with Operations, Administration, Asset Management, Maintenance and Engineering.
- Co-ordinates trucking services for shipping & receiving rig equipment and yard inventory.
- Assist with disposal of surplus rig equipment.
- Assure compliance of Company Safety Policies and Procedures to all on company premises.
- Maintains yard and shop Safety Program with the help of the Ensign Energy Safety Department,
- Ensures compliance of Company Safety Policies and Procedures to all on company premises.
- Assist Purchasers with yard inventory selection and distribution to rigs.
- Monitors inspection cycles of yard and facility equipment.
- Supervises Shipping & Receiving personnel, Loader Operator, Maintenance Supervisor & temporary yard laborers.
- Ensure yard inventory matches MasterDRIL database.
- Source and supply rig equipment as per the material service requisition forms
- Communicates/Co-ordinates with repair facilities on estimates, costs and turn around time
- All other duties & tasks as assigned