

EnerCorp Engineered Solutions, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp specializes in providing its customers sand filtration and sand management technologies / services, and custom fabrication. We are committed to delivering high quality specialty products and services, on budget, on time, and exceeding customer expectations while providing a safe and excellent working environment for our employees. EnerCorp provides innovative technologies produced in North America that deliver engineered solutions.

1.0 DUTIES AND RESPONSIBILITIES

The Technical Trainer position will provide EnerCorp technical courses, standards, and operating procedures to field personnel at EnerCorp Regional Centers. The trainer is responsible for designing and preparing teaching aids, course materials, final assessments, and skill evaluations. The trainer will deliver technical training to employees throughout the organization and conduct competency verifications of employees throughout the technical progression of their position. The instructor works together with Operations and Product Line management to ensure training delivery meets the company's required needs. All student enrolments and course completions will be documented and maintained.

1.1 Specific responsibilities

- Create classroom training and instructional materials, teaching aids devices, technical manuals, and user guides.
- Determine the best training delivery technologies and tools for effective knowledge transfer.
- Develop printed training materials such as handouts, quick-guides, handbooks, and student manuals for technical jobs.
- Maintain student records of enrolments, courses, and grades.
- Maintain open communication with Operations, Product Line, HSE, and Training management for input and providing feedback.
- Promote and test e-learning courses throughout their development to ensure quality and performance.
- Assist in the development of appropriate audio, video, animation, and graphic files to incorporate into classroom and e-learning courses.
- Perform training needs assessments.
- Conduct competency and performance evaluations of employees as they progress through their technical career path, ie Operator I to Operator II, Valve Tech I to Valve Tech II, etc.
- Produce monthly training statistics reports for operation mgmt. review.
- Support field trainers, mentors, and instructors and ensure they have appropriate material and are meeting the expectations of the training program.
- Reporting any short comings and accomplishments to SVP – Operations.
- Recommend training infrastructure required for EnerCorp to provide adequate training to the operations personnel.
- Perform a training accomplished vs. a Target GAP analysis on annual basis due at twice per year (June 1 and 12/31) end of each fiscal year by Region.
- Write Technical Bulletins and provide to Human Resources with expectation of providing 2-3 articles for the company newsletter per year.
- Support and participate in the EnerCorp Quality Management System by complying with Quality Policies and Procedures and meeting Quality Objectives.
- Observe safe work practices, safety rules, regulations. Complies with EnerCorp and client safety policies and procedures. Initiates JSA procedures and hazard recognition practices prior to any job tasks during the training phase. Corrects obvious hazards immediately.

- Assist with the development of strategic plans including the financial budgeting of the training department regarding implementation and facilitation of activities and events, material production and distribution, and other resources to ensure that training operations are managed within authorized budgets.

2.0 REQUIREMENTS

2.1 Education, Training and Experience

- Degree in teaching/training or the equivalent based on industry experience and accomplishments.
- 8 years of field experience in Production Well Testing, Sand Management, and/or Production related services.
- Strong base level knowledge of oilfield services such as Drilling, Fracturing, Coil Tubing, HSE, etc.
- Previous management experience preferred, but not required.
- International experience is desired, but not required.

2.2 Skills and Abilities

- Proficient in the Microsoft Business Suite (PowerPoint, Excel, Word, Outlook, TEAMS).
- Experience with LMS and eLearning platforms
- English is required language of business; all other languages considered a benefit.
- Possess excellent written and oral communication skills.
- Detail oriented individual with proven ability to prioritize and complete multiple projects concurrently and within projected deadlines. Ability to offer creative solutions and resourceful problem-solving skills a must.
- Energetic self-starter with the ability to work independently in a fast-paced environment.
- Flexibility in schedule with the ability to work extended hours as needed.
- Although independence is vital, so is the ability to work as part of a team. Must be able to be part of the team with the ability to give, as well as accept constructive criticism as it relates to training material and work output.
- Strong base level knowledge in oilfield services such as Drilling, Fracturing, Coil Tubing, HSE, etc.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Pass the required physical examination and drug test.
- DOT driver qualification and/or CDL a plus, but not required.
- Travel to well site locations to perform training audits, competency reviews, or provide employee training.
- Travel to well site locations to demonstrate basic use of equipment; general shop demonstrations with the ability to lift equipment components that weigh approx. 100 lbs. No extended periods of heavy lifting are required.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk or hear and taste or smell. The employee is regularly required to sit, stand and walk. The employee may occasionally be required to climb to heights of less than 10 feet, balance and stoop, kneel, crouch and crawl under and around equipment.

4.0 OTHERS

- Reports to the USA, SVP Operations - EnerCorp

- Work will be performed in the office, shop / warehouses, and visitations to onshore well sites. Various outdoor weather conditions and loud work areas to be expected.
- The employee must be able to work independently and will spend approximately half of their hours in an office environment but will spend the other half of his/her time working in a shop and/or outdoor environment. The employee must be adaptable to the unique working conditions that consist off long and irregular hours and changes in locations of work assignment. This position requires working in an office setting, working in wet, cold, hot and/or humid conditions, working near moving mechanical parts, vibration, loud noise, potential of fumes or airborne particles, exposure to toxic or caustic chemicals.
- Frequent USA business trips up to 70% of time over a given period. Occasional international business trips 1-2 times a year possible. Valid passport and relevant papers required.
- Advisor to all District, Regional, and Product Line Managers on training and competency issues.
- As requested by the SVP – Operations, occasional operational support for technical field support, vendor audits, employee assessments, etc.

5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all employee responsibilities, duties and/or skills required.