

EQUUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day, together we deliver quality electrical services to rural Alberta.

### Job Purpose

The Area Administrator assists the Operations Leader – Integrated Member Services with various projects in relation to the Area and helps to ensure efficient operations. As the key contact person, the Administrator will provide support to the Powerline Technicians to assist with safety and overall support of the trade.

### Duties

#### Field and Safety Administrator

- Coordinates Apprenticeship program and all related documentation
- Receive and manage work alone calls
- Incident Tracking Table-Assign File Number
- Worksite Inspections-Documentation received, reviewed, corrected, filed
- Vehicle Maintenance Inspections- Documentation received, reviewed, corrected, filed
- Facility & Yard Inspection-Distribute Quarterly, Documentation received, reviewed, corrected, filed
- Annual Fire Extinguisher Inspections
- Annual Fall Arrest Inspection/PPE Inspections
- Annual Hearing Tests
- Building maintenance inspection-Documentation received, reviewed, corrected, filed
- New Contractors-AA sends the pre-qualifying package to the Contractor, the Contractor sends all information to Standards Department for approval and management of the Contractor list
- Fire and Safety Drills/Roll Call – Quarterly
- Document and set up training for staff/scan certificates and forward to HR for personnel files
- MSDS Books-update every three years/Books provided by Safety Manager may use I phone for MSDS sheets
- Collects and manages Operator in Charge tracking
- Responsible for the Area's portion of Orientation for all new hires in the Area. This includes Safety Orientation as well as other Area components as designated on the Orientation checklist.
- Agenda & Minutes for Safety Meetings-provide agenda template to Operations Leader – Integrated Member Services for review
- Vehicle Registration through the year for missing plates & registration papers only
- Provide back up to Area Service Administrators for power outages
- Track and distribute all manual updates received from Standards Team
- Other duties as assigned

**DELIVERING  
MORE THAN** **POWER**

**Corporate Office**  
Box 6199, 5120-40 Avenue  
Innisfail, AB T4G 1S8

**North Area Office**  
Box 1178, 4804-41 Street  
Onoway, AB T0E 1V0

**Central Area Office**  
Box 6199, 5803-42 Street  
Innisfail, AB T4G 1S8

**South Area Office**  
Box 1657, 3 Alberta Road  
Claresholm, AB T0L 0T0

## Review and Approval of Work

This position reports to the Operations Leader – Integrated Member Services

## Job Requirements and Qualifications

- Strong computer skills and strong working knowledge of word and excel
- Needs to be well organized and able to multi task on more than one project at a time
- Ability to work well within a team environment
- Post-secondary education in Office Administration or equivalent
- Strong customer service skills



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

Power up your career by joining the EQUUS team.

Submit your application to [HR@EQUUS.CA](mailto:HR@EQUUS.CA).

**EQUUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it, for the purpose of assessing your suitability for the position for which you are applying as well as any positions that may become available during that period. You may modify or update the information by contacting the office. After 6 months your application, and any personal information collected about you during the verification process will be destroyed. EQUUS REA LTD. (EQUUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUUS will not distribute your information to anyone else.**