

Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for a **D&C Operations Technician**, reporting to the Team Lead, Drilling & Completions. This is a temporary position based out of the Calgary corporate office.

Key Responsibilities:

- Prepare and submit well licence applications for both Alberta and BC
- Prepare and submit end of well data to regulators which include but not limited to:
 - Downhole Operations (drilling, completions, workovers, abandonments)
 - Operation Notifications
 - Surface Casing Vent Flows
 - Casing Failures
 - Frac Fluid Compositions and Water Usage
 - Logs
 - Surface Abandonments
- Manage and administer WellView and SiteView
 - Initiate new wells and sites, event and zones
 - Maintain system tables (vendors, jobs, contacts)
 - Surveillance QA/QC daily reports
 - Training and assistance to field supervisors and office personnel
- Build and maintain document management for well information
- Respond and compile partner requested data
- Prepare various operations reports:
 - Well Servicing Cost Tracker
 - Weekly Abandonment Report
 - Material Transfer Report
- Receive and distribute all non-operated well information
- Input non-operated daily reports in Wellview
- Manage partner documents in electronic well file system (eDocs)
- Monitor and maintain pipeline discontinuation tracker and files
- Assist with regulatory discontinuation application submissions
- Report and distribute amended Pipeline applications
- Provide Siteview support to facilities office and field personnel
- Other administrative tasks as required
- Roughneck (equipment database) system administrator
 - Maintain locations
 - Input new equipment records
 - Manage set up of new users and permissions
 - Provide training and assistance to both field and office personnel
- Assist with ABSA compliance
- Support inventory management and input of collected data from third party engineering firm
- Active participation in the Management of Change (MOC) process



- Create and submit material transfers (MTs) based on approved MOCs
- Provide various equipment reports upon request
- Assist SCM with surplus equipment data gathering
- Administer Well Status Sheets (WSS) in PVR
- A&D Production Reports
- Provide PVR Support back-up only

Qualifications:

- Technical diploma or certificate, or equivalent experience considered an asset.
- Excellent written and verbal communication skills
- Understanding of general industry practices and procedures.
- Working knowledge of oil and gas operations terminology
- Proficient computer skills
- Strong aptitude for details, disciplined work ethic and ability to take initiative as well as direction.

Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

***Please reference "Job Posting - 10349 – D&C Operations Technician" in subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.