



To Whom It May Concern:

The Town and the Municipal District of Bonnyville, along with the City of Cold Lake, the Alberta Employment Immigration and your local Chamber of Commerce are creating a website called "FINDING WORK SERIES". What this website will do is feature your company and allow job seekers to go onto this site and find out about your company such as:

- Where you are located
- What your company does
- What positions you hire and,
- What skills are needed

However, this website is not limited to jobseekers only. This website will depict what industry the Bonnyville, Cold Lake area has, giving us a clear view of all varieties of industry sectors in our area.

There will be direct links from this website to your own website or if you don't have a website it can be used as a stand in site. There will also be links to this new website from the Chamber of Commerce, the Municipal District, the City of Cold Lake and the Alberta Employment & Immigration websites.

Unfortunately, there are no current websites that exist in which people or companies can visit that have this type of information and search criteria. However, this website has been created and is in use in neighboring communities in Alberta.

I will be calling your office to setup a meeting with your Human Resources Personnel in the near future at which time we will go over the details of this venture and to get your participation in this endeavor.

Please keep in mind there is **NO COST** in participating and you will be contacted on a yearly bases for maintenance purposes.

I thank you for your time in this matter and look forward to meeting you, if you have any questions please call me at 780-826-3252.

Yours truly,

Emilie Lessard
Contractor,
Alberta Employment Immigration
Bonnyville & District Chamber of Commerce

FINDING

Work at ...

Informing
Attracting
Developing
Retaining



**FLINT ENERGY
SERVICES LTD.**

Company Background

Flint Energy Services Ltd. ("Flint") is an integrated midstream construction and production services provider headquartered in Calgary, Alberta. Flint provides a full range of integrated midstream services to North America's energy and resource industries.

Flint operations are organized into three primary business divisions:

- Infrastructure Services.
- Production Services.
- Transportation and Tubular Management Services.

Flint has offices located in Redcliff, Medicine Hat, Jenner, Brooks, Empress (Alberta) and Swift Current (Saskatchewan). Work focuses on:

1. Oil & gas pipeline construction and installation.
2. Facility construction for natural gas compressor stations.
3. Environment and reclamation for building and reclaiming drilling leases (e.g. earth moving, fencing, reseeding).
4. Manufacturing and fabrication of steel structural components for oil and gas use (e.g. caissons to cover well heads), components for facility structures (e.g. stairs, platforms), and piping components.

The number of employees located in this southern area of Flint's business can range from 300 – 700 individuals depending upon the market and the season.



Types & Nature of Work

Flint Energy employs a wide variety of staff including:

Field/Production

- Shop welders.
- Rig welders.
- Pipe fitters.
- Heavy equipment operators.
- Mechanics (heavy duty, truck, automotive).
- Truck drivers.
- Warehouse parts people.
- General labourers.



- Managers.
- Payroll administrators.
- Field Safety Advisor
- Human Resource Advisor
- Estimators
- Accounts personal.
- Service writers.
- Receptionist and office administrators.

Entry level positions include general labourers and management trainees. The primary area of recruitment is for field/production staff.

Work in the field and production areas is physical and outdoors. Handling pipe and other components and materials is required.



Ideal Candidate Qualifications

- Grade 12 preferred but not mandatory.
- Basic reading & writing skills in English preferred.
- St. John's First Aid and H₂S Alive required (Field Production).
- Must have CSA Class 3 safety boots (Field Production).
- Office staff should be computer literate and able to work proficiently in MS Office. JD Edwards's software experience is preferred.
- Management trainees should have a technical diploma in related field.
- Positive and respectful attitude.
- Ability to work on a team and be reliable and on-time.
- Excellent physical health and stamina required (Field Production).

Training Opportunities

Flint values a life-long learning environment. Flint employees are provided with the necessary training for each position. Individuals can choose from two career streams for advancement in the company such as:

- Field production stream (e.g. general labourer → apprentice → journeyman → general foreman → superintendent.)
- Management stream (e.g. management trainee → project coordinator → project manager → operations manager.)

Flint employees are provided with Values Based leadership training to enhance their leadership and team skills and to support a more positive work environment.

Field production staff is provided with training in all necessary safety requirement areas including H₂S, First Aid, TDG, CSTS, Defensive driving and WHMIS. Flint covers course fees.

Apprenticeship opportunities are available. For qualified employees, Flint provides a subsidy program to assist employees during apprenticeship classroom sessions.

Advancement and wage increases are based on experience and specific training requirements.

Hours, Pay, Benefits

Work is full-time and generally year-round. The peak season is usually August to March. Work days hours vary depending on division and operation centre.

Schedules include weekends and holidays. Overtime is available on a regular basis.

Flint offers competitive wages based on current industry market information. Current pay rates will be discussed with applicants at the time of their application.



A comprehensive benefits package is provided for full-time employees. New employees must successfully complete 300 hours of work (Hourly) to qualify for benefits. More details are available at the time of application.

How to Apply

Applicants can apply through Flint's website by email, by mail, by fax, or in person.

Applicants must provide a personal resume including two references, a St. John's First Aid ticket, and an H₂S Alive ticket.

The company maintains a pool of resumes. Character references are checked and interviews are conducted. Successful candidates are notified directly.

Contact Information

Human Resources Advisor
Flint Energy Services LTD.
1901 Highway Ave. S.E.
Redcliff, Alberta, Canada
T0J 2P0

Phone: (866) 548-3330

Fax: (403) 548-7403

Recruitment Toll-Free: 1-866-GO-FLINT (463-5468)

Email: kshorey@flintenergy.com

Email: hr@flint-energy.com

Website: www.flint-energy.com



GOVERNMENT OF ALBERTA

**Picture/Photograph and/or Name and Quotation
Release Form**

I, _____ hereby give permission to the Government of Alberta to use my picture/photograph and/or name and supplied quotation. This information will be published in print and electronic format.

I have consented to the use of the information, which is deemed to be personal information, only for the above-identified purposes.

I understand that the above-identified personal information will be available to the public, through the activities outlined. As such, it is not possible to consider an expiry date.

Dated: _____
Signature

Witness

I, _____, cancel this permission. I understand that some action may have been taken prior to cancellation of this consent.

Dated: _____
Signature

Witness