

PARTS TECHNICIAN

Location: Bay Tree, Alberta

Status: Full-time, permanent

Date Posted: August 25, 2026

About Us

Birchcliff Energy Ltd. ("Birchcliff") is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff's assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term.

Birchcliff has a strong record of success, built on the belief that our people are our best asset and supporting by a great corporate culture.

What We Offer

Birchcliff provides a competitive benefits and compensation package designed to support employee well-being and long-term career growth.

- Competitive base salary and bonus/incentive opportunities
- Comprehensive health, dental and wellness benefits
- Employee Share Purchase Program and Financial Wellness Incentive
- Stock Options
- Dependent Tutoring and Scholarship Programs
- Generous vacation and time-off policies
- Opportunities for professional development and career advancement

Role Summary

This position will work collaboratively with Warehouse staff, Field Operations staff and the Facilities Construction leaders in ordering, receiving, distribution and inventory control with the goal of cost effectively managing our inventory of parts, equipment and supplies.

Key Responsibilities

- Collaborate with Operations personnel to identify priorities and material requirements that support efficient operations.
- Manages warehouse and remote storage facilities, including inventory control of critical, service and consumable spare parts. Recommend inventory adjustments, substitutions and new stock items as required.
- Procure materials within established guidelines by determining sources of supply, maintaining requisitions records, receiving and issuing materials, and replenishing regularly stocked inventory items.
- Receive incoming shipments by unloading, unpacking, inspecting, and verifying materials against packing slips. Reconcile shipment discrepancies, shortages, and damaged materials with suppliers and transportation providers and accurately record material movements and storage locations within inventory management systems.
- Coordinate transportation logistics, including arranging pickups and deliveries, selecting appropriate shipping methods, preparing bills of lading, and expediting shipments when required.
- Validate and process invoices, ensuring accuracy and compliance with company procedures. Investigate and resolve invoicing discrepancies in collaboration with vendors, Accounts Payable.
- Safely load and unload materials using manual handling techniques and equipment such as forklift and skid steer.
- Operate light-duty company vehicles to transport materials when required.
- Maintains a safe, organized, and clean warehouse environment through regular housekeeping activities and by ensuring parts catalogues, databases and reference materials remain current.
- Ensure the security of warehouse facilities, and remote storage locations.

Education, Skills & Abilities

- Minimum 5 years of practical parts/warehouse experience, preferably in the Oil and Gas Industry.
- Knowledge of electrical and instrumentation parts is considered an asset.
- Certification as a parts person is considered a strong asset.
- Experience in materials management, with strong inventory control and warehouse operations experience.
- Experience operating forklifts, skid steers, and other material handling equipment.
- Proficiency with computerized maintenance management systems (CMMS) and Microsoft Office applications.
- Experience with OpenInvoice and eMaint by Fluke is considered an asset.
- Strong organization skills and exceptional attention to detail and accuracy.
- Excellent problem-solving and communication skills, with the ability to work effectively with vendors, contractors, and internal stakeholders.

- Physical capability and agility sufficient to perform the duties of the position safely.
- A strong commitment to workplace safety.
- A valid Class 5 Motor Vehicle Operator's License with a clean driver's abstract.
- Industry certificates such as H2S Alive, Standard First Aid & CPR would be considered an asset.

Application Process

Interested applicants who meet the criteria's outlined above are invited to submit their resume to careers@birchcliffenergy.com with the description "Parts Technician" in the subject line of the email.

Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted.