

Yard & Tool Crib Attendant

Location: Bonnyville, AB

NOVA RPM is seeking a **Yard & Tool Crib Attendant** to join their team in Bonnyville, AB. The Yard & Tool Crib Attendant will work closely with the multiple divisions within NOVA RPM. The Yard, Tool Crib & PPE Attendant is responsible for the organization, tracking, and distribution of tools, equipment, materials, and personal protective equipment (PPE) within the yard, tool crib and c-container areas. This role supports field and shop operations by ensuring the timely availability of tools, consumables, PPE, and clean, and well-maintained equipment.

The ideal candidate is detail-oriented, safety-focused, and proactive in maintaining equipment readiness, yard cleanliness, and inventory accuracy.

Responsibilities:

The primary responsibilities of the Yard and Tool Crib Attendant include;

Tool Crib Management

- Issue, receive, track tools, consumables, and small equipment using inventory systems.
- Perform daily inspections on all tools & equipment to ensure they are in safe operating condition.
- Coordinate tool repairs, calibrations, and replacements as needed.
- Maintain accurate sign-out logs and inventory records.
- Organize tool crib and trade c-cans layout for easy access, cleanliness, and security.

PPE Management & Purchasing

- Manage inventory of PPE including gloves, eyewear, FR clothing, hard hats, hearing protection, and other safety-critical items.
- Track PPE usage trends and reorder levels to ensure availability at all times.
- Handle purchasing of tools, consumables, and PPE following company buying procedures.
- Validate received orders, inspect shipments, and resolve discrepancies with vendors.
- Distribute PPE to employees, ensuring correct issuance based on job tasks and safety requirements.
- Maintain records of PPE issuance for compliance and audits.

Yard & Wash Bay Operations

- Maintain a clean, safe, and organized yard, including equipment staging areas, material stockpiles, and storage zones.
- Assist mechanic for repairs and maintenance when 2 person task required.

- Assist with loading and unloading equipment, supplies, and deliveries.
- Assist with snow removal, de-icing and sanding operations during winter months.
- Track incoming and outgoing materials, ensuring proper storage and handling.
- Support logistics for mobilization and demobilization of equipment.
- Operate skid steers and other yard equipment (training provided if required).
- Clean and wash company equipment, vehicles, attachments, and tools as required.
- Inspect equipment during cleaning and report any visible damage or maintenance concerns.
- Maintain wash bay area, ensuring proper drainage, safe operation, and compliance with environmental guidelines.
- Ensure tool cribs and trailers are secured (locked) each day.
- Monitor cleaning supply levels (soaps, degreasers, hoses, etc.) and reorder as needed.
- Support multiple divisions completing “parts runner” requirements.

Inventory & Asset Control

- Conduct regular cycle counts and full inventory checks.
- Report damaged, missing, or low-stock items promptly.
- Maintain up-to-date inventory lists for tools, equipment, and consumables.
- Support procurement by identifying replenishment needs.

Health, Safety & Environment (HSE)

- Follow all workplace safety policies, hazard controls, and PPE requirements.
- Report unsafe conditions or incidents immediately.
- Assist in maintaining compliance with company HSE standards.
- Support site emergency procedures when required.

Customer Service & Team Support

- Provide prompt and professional support to field staff and supervisors.
- Communicate effectively regarding tool availability, equipment status, and yard workflow.
- Work collaboratively with mechanics, operations, and procurement teams.

Other Duties as required.

Qualifications:

Required:

- Minimum Grade 12 Diploma
- CSTS, WHMIS 2025
- Experience in yard, warehouses, tool crib or equipment handling environment.
- Ability to pivot in fast pace environment.
- Basic knowledge of tools, equipment, PPE and consumables.
- Mechanical aptitude for small engine repairs.
- Understanding of wash bay procedures.

Preferred:

- Safety Certification and experience operation small equipment (skid steers)
- Experience with materials and consumables to conduct receiving and inventory

Why Join the Team?

- Top industry wages recognizing experience and expertise
- Comprehensive benefits package and RRSP package supporting employees and their families
- Stable, year-round work
- Work-life balance with a predictable schedule (Monday to Friday)
- Supportive team environment that values professionalism and pride in craftsmanship

About NOVA RPM:

Established in 2008, NOVA RPM, is a locally owned and operated organization serving Bonnyville, Cold Lake, and the surrounding areas. Committed to quality and exceptional workmanship, NOVA RPM upholds the highest standards in every project, fostering a positive and supportive work environment where employees can thrive. The company places a strong emphasis on safety with a comprehensive Health and Safety Program that protects employees, subcontractors, clients, and the public. Dedicated to supporting local talent, NOVA RPM values long-term team members who share its commitment to excellence, safety, and community involvement. As a proud supporter of local organizations, events, and charities, NOVA RPM believes in giving back to the communities it serves.

Ready to bring your skills to a team that values excellence, safety, and community?

Apply now to join NOVA RPM and contribute to projects that make a difference in both the industry and the local community.

How to Apply:

Send your resume to hr@novaltd.ca or apply in person at 4802 66St Bonnyville, AB. Please include references and any relevant certifications.