



Environmental Consulting Ltd.

Intermediate/Senior Reclamation Specialist

JOB DESCRIPTION

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Job Title:	Intermediate/Senior Reclamation Specialist
Reports To:	Principal/Operations Manager

Role

The Intermediate/Senior Reclamation Specialist contributes their expertise to determine project scope, write, review, and authenticate reports, and complete project deliverables on time and on budget for a variety of clients.

Authority

The Intermediate/Senior Reclamation Specialist provides recommendations for the best approach towards data collection and analysis. The successful candidate will be responsible for working within the parameters established for their professional association (e.g., Professional Biologists or Professional Agrologist) and are encouraged to gain and maintain this standing.

Qualifications

- ♦ One of the following:
 - M.Sc. and 3 years of relevant experience
 - B.Sc. and 5 years of relevant experience
- ♦ Professional status with the Alberta Society of Professional Biologists or Alberta Institute of Agrologists or similar recognized professional association (preferably a minimum of 5 years)
- ♦ Established, or working towards becoming a qualified professional for sign-off of upstream oil and gas remediation and reclamation would be an asset.
- ♦ Working knowledge of environmental regulations and policy in Alberta, including the Alberta *Water Act*, *Public Lands Act* and the *Environmental Protection and Enhancement Act*.
- ♦ Working knowledge of application and regulatory processes for resource extraction processes including aggregate and peat.
- ♦ Proficient use of GIS software for desktop assessments and mapping
- ♦ Proficient use of Microsoft Office products.
- ♦ Use of R or other statistical analysis software would be an asset.
- ♦ Experience conducting projects involving soil classification, reclamation, soil remediation, applied hydrology, environmental monitoring, biophysical baseline studies, and water quality assessments.
- ♦ Experience in managing multifaceted projects including personnel.

Duties and Responsibilities

The Reclamation Specialist is responsible for maintaining open and productive communication with fellow staff members. As an Intermediate Reclamation Specialist, you will:

- ♦ Manage and execute Conservation and Reclamation, and Land Classification projects
- ♦ Perform and provide professional sign-off on Detailed Site Assessments (DSA) and Record of Observation (RoO).
- ♦ Complete and conduct Pre-Disturbance Assessments and Soil Surveys.
- ♦ Prepare regulatory documents that meet or exceed regulatory requirements.
- ♦ Prepare Reclamation Certificate Applications, Acknowledgement of Reclamation, and Certificate of Restoration packages.
- ♦ Maintain compliance with all government environmental regulations

- ♦ Provide technical advisory relating to reclamation, applied hydrology, soils classification, and ecosite classification.
- ♦ Comply with all safety regulations and SOP's and educate field professionals of any hazards and hazard controls
- ♦ Remain current with environmental legislation and regulatory updates, provide updated information as it becomes available to staff
- ♦ Prepare technical reports and review documents for accuracy and formatting
- ♦ Communicate project scope to Principal/Operations Manager
- ♦ Collaborate on projects with Junior Biologists and field staff
- ♦ Prepare for field surveys with Field Technicians

Responsible to support the creation of a viable proposal for applied hydrology / soils ecology, which may include:

- ♦ Collaboration towards creation of appropriate work steps in data collection and analysis
- ♦ Creation of a proposal addressing customer requirements identified in a Request for Proposal or similar document
- ♦ Development of schedules and budgets
- ♦ Review and input towards proposal creation

Responsible to manage and complete projects on time and on budget, encompassing the following activities:

- ♦ Management of project team's time towards meeting deliverables within the project's allotted time, budget and schedule
- ♦ Prompt review of draft invoices for submission to clients
- ♦ Support of project team towards successful work completion including:
 - Direction, guidance, coaching, training and feedback
 - Collaboration and communication
 - Appropriate steps to monitor work completion and review of completed work
- ♦ Presentation of project progress at weekly project review meetings, including:
 - Progress to date
 - Needs and questions
 - Potential risks and issues
 - Budgeting
- ♦ Participation in meetings and/or presentations to the client, as appropriate
- ♦ A focus on the client's needs, with appropriate resolution, reporting or escalation of issues that may jeopardize project success

Responsible to plan field surveys, which includes the following activities:

- ♦ Identify and design appropriate field surveys
 - Gain approval to conduct field work as necessary, such as collection permits or permission from landowners
- ♦ Communicate survey needs to the project team
- ♦ Review Hazard Assessment Reports prepared by the field staff; escalate safety issues to the Principal/Operations Manager

Responsible to lead and develop a project team, including the following:

- ♦ Encourage and support team members to tackle project tasks of increasing complexity
- ♦ Nurture team members' development through:
 - Sharing of expertise, guidance, training and support
 - Escalate issues as appropriate to minimize impact on productivity and the team

Responsible to formalize and enhance Aquality's product offerings which includes:

- ♦ Creating efficiencies in work completion through processes and supportive tools

- ♦ Suggesting ways to enhance Aquality's approach towards gaining better results for the client

Responsible to participate as an active team member, which may include:

- ♦ Completion of project tasks in support of other team members, as necessary, which may include:
 - Participating in field activities
 - Administrative support work
 - Writing and editing
 - Planning, preparing for and/or supporting collection of field samples
- ♦ Committing to personal and professional skill development towards increasing success

Knowledge, Skills & Abilities

- Environmental Biology/Ecology
- Environmental Regulations and Policies
- Applied Hydrology
- Soils Classification
- Critical Thinking
- Effective Communication
- Active Listening and Learning
- Technical Writing
- Complex Problem Solving
- Equipment Selection and Maintenance
- Maintaining Client Relations
- Physical Fitness

Working Conditions

The internal work environment is an office environment with 75% of the time sitting and 25% standing or moving. Field environment is variable, where working conditions encompass outdoor environmental factors including extreme hot or cold, carrying heavy loads through rough terrain, and working in and around water in rugged and/or remote territory.

The position is primarily office-based (60%) with some fieldwork (40%) during the field season and for staff training.

Direct Reports

Junior Biologist
Administration
Field Technician
