



Employment Opportunity

Environmental Coordinator

GLL / Port Hardy Bulldozing, is currently seeking an Environmental Coordinator (EC). It is planned that this position will be based in Port Hardy reporting to the Manager or designate. The EC will be responsible for overseeing all environmental related functions including surface and ground-water sampling, operations, maintenance, inspections and reporting.

The ideal candidate will possess:

- A bachelors or engineering degree in chemistry, environmental science or similar discipline.
- A minimum of 3 years' experience working in the environmental field, preferably within the mining industry.
- Experience with mine water treatment operations.
- Ability to interpret and apply federal and British Columbia environmental and health and safety regulations, policies, guidelines and programs.
- Familiarity with environmental data management, analysis and quality assessment
- Experience with environmental database systems.
- Strong supervisory skills and leadership abilities.
- Knowledge of British Columbia environmental approvals and permitting processes.
- Experience with Occupational Health and Safety in industrial and mine work environments.
- Well developed analytical, evaluative and problem solving skills.
- Valid driver's licence.
- Extremely proficient with Excel
- Valid PCOC
- Valid OFA level 1

Responsibilities:

- Completing reports including: – Annual Operations Report, Annual Environmental Report, Monthly Operational and Environmental Reports, and Weekly Site Performance Report.
- Conforming to Client Health, Safety, Environment and Community (HSEC) standards which will include compliance monitoring, participation in compliance audits and inspections.
- Developing knowledge and understanding of site water treatment processes including water management practices and effluent treatment plant capabilities. Following training the EC should have an understanding of how to operate the effluent treatment plant including operation of the SCADA system.
- Working with the site Operations Superintendent and site staff to ensure water management infrastructure is available to accommodate peak flows. Performance of audits to ensure that records required for validation are documented and archived.
- With support from the site Environmental Technician, ensure that all surface water and groundwater samples are collected and inspections are completed according to the site schedule.
- Ensuring all stationary and hand held equipment remains calibrated and the status confirmation is easily communicated to the end-user and monitors.
- Supporting responsibilities with respect to contracted lab communication, procurement, QA/QC and overall data integrity.
- Administration of the site environmental database (emLine), including annual scheduling for the site environmental monitoring program, and periodic review of programmed compliance and control limits.
- Management and review of environmental data using the site environmental database including data entry, schedule compliance review and data quality assessment (including review of QC data, outliers and trending).
- Reporting on the results of monitoring efforts by all staff through the various reports.
- Participating in remote on-call activities.
- Performing periodic internal audits to verify that work on site is being performed in accordance with written procedures, industry best practices, and client and legal requirements.

- Preparing, reviewing and updating operating documents (procedures, forms and registries) to ensure that site documentation is current and consistent with activities and conditions at the site.
- Contributing to annual planning and budgeting activities.
- Committing to Client and PHB Health and Safety practices and programs including:
 - Participating in Client Audits
 - Maintaining site HSEC and Operating Documents
 - Assisting the Operations Superintendent to develop and maintain job risk assessments (JRA)
 - Conducting job observations, job hazard analyses, and behavioural observations
 - Performing and reviewing health and safety inspections.
 - Conducting periodic training for employees on orientation, standard operating procedures and safe work plans (as required).
- Administrative functions including purchasing of supplies.

For further information on GLL / Port Hardy Bulldozing and this position, please contact us.

Please forward your resume in confidence by April 30, 2019 by e-mail or fax to the attention of:

Paul Tupper, Project Manager
phbull@telus.net
 250-949-6548

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 Fax: 250-949-6581

Thank you for all expressions of interest for this position. Please note only those selected for interview will be contacted.