

Operations Manager (Sudbury, Ontario)

Greenstone Engineering Ltd. (Greenstone) is an environmental engineering and consulting firm serving private and public sector clients throughout Northern Ontario. We are seeking an Operations Manager to join our Sudbury office to oversee day-to-day office operations and support the successful delivery of environmental projects.

Reporting to the Regional Manager – Northeastern Ontario, the successful candidate will lead resource planning, proposal development, project coordination, quality management, and client service while working closely with technical staff and project managers. The ideal candidate is a positive, solutions-oriented leader who is highly organized, responsive, and collaborative, with strong leadership, communication, technical writing, and staff management skills, as well as experience interpreting applicable Ontario environmental legislation.

DUTIES

- Support the planning, coordination, and delivery of projects out of the Sudbury office.
- Act as the project-level environmental representative for clients.
- Support budget and deliverable management according to agreed scope and contract terms.
- Support quality project delivery through review of proposals, work plans, field programs and technical deliverables.
- Address client questions and comments promptly and effectively.
- Mentor, support, and provide guidance to technical staff to promote quality work and professional development.
- Prepare or review technical reports associated with regulatory approvals or compliance requirements.
- Relationship management, consultation, and engagement activities on behalf of, and as directed by clients.
- Support business development initiatives and maintain strong client relationships within the region.
- Assist with office planning, resource allocation, and operational improvements to support efficient project delivery.

SKILLS

- A strong technical background with extensive knowledge of applicable environmental and health and safety legislation including the Ontario Environmental Protection Act, Ontario Health and Safety Act, Ontario Regulation (O. Reg.) 153/04, O. Reg. 347, O. Reg. 278, O. Reg. 232/98, and O. Reg. 406/19, regulatory permits and approvals, bylaws, and environmental best management practices.
- Demonstrated experience leading environmental projects and supporting multidisciplinary teams.

- Experience in coordinating and managing business operations to support large environmental site assessment and remediation projects.
- Experience managing subcontractors and subconsultants.
- Proven technical writing skills.
- Self-motivated, with the ability to manage time and multiple projects accordingly.
- Demonstrated professional judgment, consistency, attention to detail and problem-solving ability.
- Proven organizational, communication, interpersonal, leadership, and analytical skills.
- Commitment to excellence with a focus on quality control and quality management.
- Experience coordinating personnel, project resources, and workloads while maintaining a strong focus on health and safety.
- Ability to promote team effort and collaboration.

QUALIFICATIONS

A degree or diploma in engineering, or field related to environmental science.

A license with the Professional Engineers Ontario (PEO) with P. Eng., or Association of Professional Geoscientists of Ontario (APGO) with P. Geo., or the Ontario Association of Certified Engineering Technicians and Technologists would be considered an asset.

Minimum 8-10 years of environmental consulting experience with progressively increasing project management and leadership responsibilities.

Valid G driver's license in Ontario.

Benefits Summary: At Greenstone Engineering, you'll work alongside a collaborative team of environmental professionals on meaningful projects across Northern Ontario. We foster professional growth, value new ideas, and provide opportunities to build your career in a dynamic and supportive environment

Regular full-time employees will have access to health, dental, and vision plans, as well as a group registered retirement savings plan. The benefits also include life and accidental death & dismemberment (AD&D) insurance, short-term/long-term disability plans, professional membership fee coverage, and paid time off.

Job Type: Full-time

Schedule: Monday to Friday (40 hours per week)

Location: Sudbury, Ontario