

Career Description

Job Title	Environmental Assistant
Office Location	Port Moody & Fort St. John, BC
Department	Operations
Overtime Eligible (Y/N)	Y

Purpose:

The primary function of the Environmental Assistant is to perform significant field work including site investigation, remediation, reclamation, and natural sciences projects. This role assists the Environmental Supervisor, both in the field, and in the office. The work includes, but is not limited to, complying with all health and safety requirements, undertaking field sampling (soil, GW, and SW), documentation of site conditions and observations, and completion of daily field reports.

Reports To:

- A senior environmental specialist (Environmental Coordinator, Project Manager, Account Manager or Operations Manager).

Skills/Attributes Required:

- Working outdoors and in remote areas in Northeast BC and possible alternate locations, as needed.
- Capability to perform physically demanding tasks in all-weather work environment.
- Comfortable using and working around field equipment.
- Ability to drive in remote areas, with a clean driving record and ability to provide acceptable driver's abstract.
- Ability to work independently and with a multi-disciplinary team.
- Commitment to safety.
- Communication skills both written and verbal.
- Strong work ethic, positive attitude, and willingness to learn.
- Problem solving.
- Accountability and dependability.
- Attention to detail.
- Resourceful, organized, trustworthy.

Education and Experience Required:

- 2-year technical diploma or degree in Environmental Sciences or Engineering.
- Previous field experience is an asset.
- Experience using Microsoft Office Suite programs, specifically Outlook, Teams, Excel, and Word.
- Valid safety tickets, such as H2S Alive, First Aid, Ground Disturbance, and/or the willingness to obtain.

Primary Responsibilities:

OFFICE WORK

- Assist with report writing and compiling documents for report appendices.
- Assist with reporting edits and packaging for submission.
- Lab data tabulation.
- QAQC for lab data, BH log and drawings.

FIELD WORK

- Stage 2 PSI drilling assistance.
- Groundwater monitoring and sampling.
- Interstitial sampling for water.
- Soil pit excavation sampling for remediation.
- Assisting Environmental Supervisor and Coordinators with field activities and tasks.
- Assisting with completing post field paperwork (daily field ticket, daily update email, eCOC, scan field notes, scan safety documents, scan permits and send to client, check in with project manager, prep next day's work).
- Other duties as required.

Chargeability Rate:

- 82% chargeability rate.