



## JOB DESCRIPTION:

### SITE SUPERVISOR and Centralized Laboratory Management and Data Processing

SynergyAspen Environmental Inc. (SynergyAspen) is an environmental company providing contaminated sites, reclamation and natural sciences consulting services BC. Our clients include the Oil and Gas industry, Municipal/Provincial/Federal Government, First Nations, and industrial and commercial entities.

The Site Supervisor is responsible for the safe completion of fieldwork programs for simple and complex sites, data management and assisting in the preparation of factual technical reports. The Site Supervisor provides direction to the Site Supervisor Assistant and provides technical assistance on projects to technical teams. This position takes direction from the Project Manager or the Project Coordinator and reports to the Client Manager.

#### ROLES AND RESPONSIBILITIES

##### *Technical*

- Significant application of technical problem solving;
- Centralized Laboratory Management and Data Processing ;
- Leads the investigation, remediation and/or reclamation and/or natural sciences field activities in accordance with regulatory requirements and SynergyAspen's preferred operating procedures;
- Technical report writing, and
- Assist with preparation of scopes of work, and cost estimates.

##### *DELIVERY*

- Working outside in all conditions with a positive, cooperative attitude while delivering on field work tasks independently, or as part of a team;
- Adherence to client-specific and SynergyAspen's Health and Safety policies and a commitment to health and safety as an integral component of all activities;
- Organization of required field documentation and equipment, and maintenance and proper storage of all PPE;
- Ensures timely deliveries of samples or product, to labs or client, as required;
- Provision of high quality data; safely and on time, and
- Working independently and with a multi-disciplinary team in a respectful and collaborative manner.

##### *CHEMISTRY*

- Provision of excellent customer service as a key priority to building and maintaining strong client relationships, both internal and external;
- Maintaining a positive, cooperative attitude when working alone or as part of a team;
- Model behavior that reflects SynergyAspen's corporate values of: what we do, with whom we work, customers and community, health and safety, and how we see our future, and

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- Any other duties as required and assigned.

**QUALIFICATIONS REQUIREMENTS**

- Two year Technical Diploma or Degree in Environmental Sciences or Engineering;
- Available to work in Fort St. John area and possibly alternate locations, as needed;
- Able to work extended hours to meet project demands (work consists of some out of town travel, possible stays in camp);
- One to five years related remediation/reclamation/natural sciences field experience preferred, but not mandatory;
- Clean driving record and able to provide acceptable driver's abstract;
- Capable of meeting periodic, heavy, physical demands in a demanding all-weather work environment; experience working around heavy equipment preferred;
- Fully proficient in reading, writing, speaking English; good oral and written communication skills; attention to detail;
- Excellent organizational skills;
- Proficient with Microsoft Suite and experience using database programs;
- Valid safety tickets including H<sub>2</sub>S Alive, First Aid, Ground Disturbance, WHMIS and TDG and/or the *willingness to obtain*;
- Must be able to work in a safe and responsible manner at all times;
- A strong work ethic, positive attitude and willingness to learn;