



## JOB DESCRIPTION: SITE SUPERVISOR ASSISTANT

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 Assistant performs significant field work including site investigation, remediation, reclamation and natural sciences projects. This role provides assistance to the Site Supervisors, 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; completion of daily field reports; use of GPS; and communication with project managers and clients. This position is located in Fort St. John, BC, takes direction from the Site Supervisor and reports to the Client Manager.

### ROLES AND RESPONSIBILITIES

#### *Technical*

- A strong work ethic and technical problem solving skills;
- Participation in investigation, remediation, reclamation and natural sciences activities in accordance with regulatory requirements and SynergyAspen's preferred operating procedures;
- Office work includes assisting in data entry and preparation of technical reports.

#### *DELIVERY*

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

#### *CHEMISTRY*

- Provision of excellent customer service to clients;
- 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.
- 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); two years field experience preferred but not mandatory;
- Have 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 H2S 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;
- Ability to work independently and with a multi-disciplinary team in a respectful and collaborative manner;
- A strong work ethic, positive attitude and willingness to learn, and
- Previous field experience