



**Job Title:** Environmental Coordinator

**Job ID:** RCTV-19009

**Location** (City, Province/State): Jasper, AB and Barriere, BC

**Category:** Project Management

**Position Summary:**

Reporting to the Environmental Manager, the Environmental Coordinator will provide ongoing administrative support, including coordination of work orders, maintenance activities, and record keeping for all environmental information.

**Responsibilities:**

- You will be responsible for preparing and reviewing plans, reports, presentations, technical memorandums, and other work products with a focus on regulatory compliance and technical adequacy.
- Monitor and maintain good environmental management practices and ensure compliance with legal and contractual environmental requirements for all operations.
- You will also identify environmental risks, perform field inspections and monitoring, maintain project data tracking requirements, provide training, and prepare project reports and communication of environmental risks for the project management team
- Identify and understand applicable environmental requirements at federal, provincial and local levels for the project which may include: hazardous waste, air quality, storm water, spill plans, etc.
- Identify and obtain applicable permits and manage as required
- Communicate with field crews to ensure understanding of project environmental requirements
- Identify project materials and vendors needed to support the environmental requirements at the project
- Coordinate, manage and implement project-wide environmental compliance programs and strategies at the project
- Maintain records of all requirements and monitor compliance tools.
- Ensures personal safety responsibilities are met
- Performs other related duties as assigned

**Requirements:**

- Post-secondary education in one of the Earth Sciences disciplines or Diploma in Environmental Technology
- 3 – 5 years combined education and experience in the delivery/management of an environmental compliance program
- Background in developing, monitoring and auditing environmental practices and performance.
- Relevant pipeline industry experience will be an asset
- Strong computer background including experience with MS Word, Excel, Outlook
- Ability to learn and understand software programs and new systems
- Superior communication, organizational and writing skills
- Successful completion of pre-employment drug and alcohol screening



**Work Conditions:**

- 15 days on 6 days off, 12-hour shifts
- Prepared to work in all types of weather

Please submit cover letter and resume via email to [tmepecareers@simpcwresourcesgroup.com](mailto:tmepecareers@simpcwresourcesgroup.com) with the Subject Line: **ID#RCTV-19009 – Environmental Coordinator** by 11:59pm on the closing date.

OR;

Via ground mail to:  
Simpcw Resources LLP  
P.O. Box 1287  
Barriere, BC V0E 1E0  
**ATTN: Human Resources**  
**RE: ID# RCTV-19009 – Environmental Coordinator**