

Operations Supervisor/Coordinator



March 25, 2022

Version: 001

JOB TITLE: Operations Supervisor/Coordinator – Environmental Services
DEPARTMENT: Environmental Services
LOCATION: Sherwood Park, AB
POSITION TYPE: Full-time, permanent

JOB DESCRIPTION:

SUMMARY:

The Operations Supervisor/Coordinator - Environmental Services is responsible for the day-to-day activities within the Environmental Services department. This role operates on-site from our Sherwood Park office Monday through Friday with the occasional Saturday required as per business needs.

ROLE AND RESPONSIBILITIES:

- Maintain strong understanding and knowledge of AB regulatory guidelines
- Ensure all day to day operations are meeting AEP regulatory guidelines
- Monitor on-site activities and employees and report back to the manager
- Supervise all equipment utilization and ensure being run as efficient and cost-effective as possible
- Ensure all operators are tracking and documenting required maintenance and equipment is cleaned to stay in top working order
- Oversee the maintenance of the yard ensuring that all ground conditions are free from hazards and are safe and orderly
- Assist with regular Monday morning meetings and provide input
- Assist with the input of annual operating Budget
- Monitor daily scale tickets and billing activity to ensure documents are accurately provided to Accounts payable for billing.
- Prepare Monthly, Weekly, and daily work plans to review with management
- Review monthly invoices to clients
- Responsibility for ensuring employees maintain and exceed KPI's for operations, health, Safety, and Environment.
- Undertake occasional health and safety training
- Strengthen relationships with existing clients through cross-selling and providing exceptional customer service
- Chain of custody management
- Reading Environmental Sampling documents and analytical reports
- Other duties as required or assigned by management.
- Manage all day-to-day on-site processes and activities for Hydrovac, concrete, Aggregate, and soil management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree, Diploma, or Certificate in B.SC M.SC, P.Eng, P.Geo, P.Chem, P.Ag, Environmental Certificate, Environmental Diploma, Environmental Degree, SWANA Certificate MOLO (Manager of Landfill Operations, Landfill Gas Systems Operations, and Maintenance, Zero waste Principles and Practices, or Transfer Station Management.

- Excellent communication, interpersonal, and organizational skills
- Strong attention to detail with the ability to manage and prioritize projects
- Proficient writing skills and ability to create high-quality technical reports
- Valid Class 5 license
- Ability to successfully complete a pre-employment Drug and Alcohol Screen.
- Experience working in Environmental Reclamation, Landfill operations, transfer stations, or soil management required
- Experience working with Aggregate or Civil construction projects.
- The ability to operate Loader, Skid Steer, Excavator considered a strong asset.

ADDITIONAL INFORMATION

Additional Pay: Overtime

Schedule: 8-hour day shift, Monday – Friday, weekend availability

ABOUT TERRAPRO

TerraPro is proud to be one of Canada's best managed companies with the aim to be the leading provider of off-road terrain-related environmental products and services in Western and Eastern Canada. It employs over 100 employees in the provinces of British Columbia, Alberta, Saskatchewan and Ontario with Sherwood Park as its head office.

TerraPro's purpose is to help people access meaningful and fulfilled lives. That purpose extends into the vision for our Indigenous Inclusion Program. We are committed to working with Indigenous Peoples and communities who have an interest in our business and the needs of our clients and to whom we can provide employment or training, from whom we can procure goods and services, or with whom we can build partnerships to support the fulfilment of our vision.

Our Values

"We're a group of innovators, leaders, and problem-solvers working to create win-wins for our colleagues, clients, partners, and communities"

We're a Team- We win together. We share our successes, failures, experiences, and knowledge. It makes us all stronger.

We're Caring- We put people first. We seek connections, nurture relationships, and help communities.

We're Creative- We work smarter. We look in other places, ask different questions, and try new things. We lead the way forward.

We're Growing- We strive for improvement and don't stop at "good." We chase down more knowledge and success

Benefits:

- Dental care
- Extended health care
- Life insurance
- RRSP match
- Vision care

To apply, please email your resume to hr@terraproinc.com with the job title in the subject line.