

Job Posting – Environmental Assistants (Summer 2017)

COMPANY OVERVIEW:

Paragon is a leading environmental consulting company specializing in soils and vegetation as they relate to natural resource and infrastructure development and reclamation. Our team has the good fortune to work on many of the largest and most dynamic industrial projects in the country. Our reputation with clients is built through using applied science, decades of experience and sound judgment to help their projects be successful. We recognize the collective strengths of our team and are committed to providing superior client service, while ensuring a safe and rewarding work environment. Paragon offers our team members an engaging and professional workplace that fosters creativity and diversity. We invest in people by offering competitive salaries and benefits, interesting projects, fun group events, and numerous professional development opportunities.

Paragon is currently seeking Graduate Student **Environmental Assistant** summer interns to join our **Edmonton** office.

INTERNSHIP POSITIONS SUMMARY:

Paragon provides environmental consulting across most of Canada, with a focus on soil survey, revegetation, and mine and pipeline reclamation. For the 2017 summer field season, we are seeking **two environmental assistants** to support our soils and vegetation field programs.

The interns will gain an understanding of various aspects of environmental consulting, with a focus on the following project types:

- boreal vegetation species seed and cone collection, including seed processing and delivery to the nursery
- reforestation of permanent reclamation areas (aka. limited durations of tree and shrub planting)
- vegetation monitoring and other soil and vegetation sampling programs as they arise
- soil survey assistance, possibly including clubroot sampling

These positions are primarily field-based, although some office duties will be necessary to support various projects. For you to enjoy this work and be successful, you must naturally have a positive nature, be flexible, like to work outdoors in all (bug and weather) conditions and thrive when working independently within the larger project group. You understand that asking for advice or clarification is not a sign of weakness. You believe that nothing is more important than working safely and protecting those around you. Field shifts are typically 10-14 days in duration; due to client restrictions and the nature of environmental fieldwork, schedules commonly change, thus the requirement for flexibility and good humour.

ADDITIONAL RESPONSIBILITIES:

- Working cooperatively with technical, HSE and geomatics colleagues to successfully deliver our products.
- Assisting Project Managers with various tasks as they arise
- Other responsibilities may include, but are not limited to: data management through the collection, entry, synthesis and reporting phases; preparing various formats of field reports; hazard assessment; accurate completion of chain-of-custody forms and delivery to the lab when needed
- Providing input on how best to use the technology available to us to improve our processes
- Exercising good judgment in situations that are not covered by policies and procedures
- Preparing regular, timely and accurate timesheets, expense reports and other relevant documentation
- Assisting with equipment maintenance and safety

MINIMUM REQUIREMENTS:

You must have the following attributes:

- Current enrollment in a graduate program at the University of Alberta
- Residence in the Edmonton area
- Bachelor of Science or Bachelor of Applied Science in a related field from a recognized university
- An absolute, genuine dedication to safe work
- Ability to work productively independently as well as in a team setting
- Results-oriented and efficient, with excellent problem solving skills
- Strong interpersonal and communication skills, with an affinity for working respectfully with colleagues and clients at all levels
- Knowledge of and experience with computers and PC software, especially Microsoft Word, Excel and Outlook (at least an intermediate level of proficiency)
- Tech-savvy such that advanced GPS units do not scare you
- Valid Class 5 Drivers License, with a clean drivers abstract (or darn close to it)
- Good physical condition with the ability to walk long distances when necessary

PREFERRED QUALIFICATIONS:

- Safety Certificates: First Aid, Advanced driver training, GDII, H2S, OSSA, CSTS, PCST, WHMIS, Bear Aware, ATV/UTV
- ATV/UTV/Argo operation experience
- Plant identification skills
- Knowledge of the *Canadian System of Soil Classification*

REPORTING AND LOCATION:

This position will be assigned a mentor and reports to various project managers. The position is based in Edmonton, Alberta.

HOW TO APPLY:

Interested candidates are encouraged to apply by **sending a PDF copy of your cover letter and resume** to info@paragonsoil.com, noting “**GSIP Environmental Assistant Application**” in the subject line.

We thank you for your interest in this position; however, only those candidates selected for an interview will be contacted.