

Job Description

Position: **Environmental Assistants**
Reports to: Project Manager(s)
Location: Edmonton and/or Calgary, Alberta

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 consistently sound judgment to help their projects be successful. We recognize the collective strengths of our team and are committed to providing high-quality service, while providing a safe and rewarding work environment. Paragon offers our team members an engaging and professional workplace that fosters creativity and diversity. We invest in our team by offering competitive salaries and benefits, interesting projects, fun group events, and numerous professional development opportunities.

Paragon is currently seeking Environmental Assistants to join our team.

POSITION SUMMARY:

Paragon provides environmental consulting services across much of Canada, with a focus on soil survey, revegetation, and mine and pipeline reclamation. For 2021, we are seeking **several environmental assistants** to support our field programs. Some positions are fly-in, fly-out and can be either Edmonton or Calgary-based. Other positions will be based in our Edmonton office. Though some positions are seasonal (May through August), exceptional performers may be offered permanent, full-time staff positions.

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

- oil sands mining conservation and reclamation scopes (recurring annual programs and 'special projects')
- boreal vegetation species seed and cone collection
- vegetation management (i.e., weed control and seeding)
- reclamation monitoring and other soil and vegetation sampling programs as they arise

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 commonly 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 GIS 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 sample delivery to the lab
- 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:

- Residence near Edmonton or Calgary
- Degree or Diploma in a related field from a recognized university or college, or current enrollment in such a program
- 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 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 Driver's License, with a clean drivers abstract (or darn close to it)
- Good physical condition with the ability to walk long distances in difficult terrain 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*

Please submit your application to info@paragonsoil.com, including your resume (with three references) and a cover letter that outlines why you would be a great fit for the Paragon team. We thank you for your interest in this posting; however, only those candidates selected for an interview will be contacted.