

Reclamation Contract Agent – Job Description

Position: Reclamation Contract Agent
Reports to: Project Manager
Location: Varies

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, and numerous professional development opportunities.

Summary of Position:

Paragon is looking for experienced Reclamation Contract Agents to oversee and supervise contractors completing reclamation activities at mining operations in the Elk Valley region of British Columbia. The Reclamation Contract Agent will be responsible for ensuring that reclamation activities are conducted in compliance with project specifications, environmental regulations, and safety standards. This position will work 14 days on, 14 days off, with some variation in scheduling depending on project requirements.

TASKS AND RESPONSIBILITIES:

- Supervise contractors completing reclamation activities including contouring, site preparation, soil placement, seeding, planting, and invasive plant management.
- Ensure contractor compliance with health, safety, and environmental standards.
- Coordinate with various departments and contractors for daily planning and implementation of field projects.
- Provide information on work area hazards, emergency response contacts, and site-specific procedures to contractors.
- Confirm that contractor personnel are properly trained and adhere to site-specific orientations and safety procedures.
- Monitor project progress including quality, cost, and schedule, as well as contribute to weekly planning documentation.
- Report to Reclamation Coordinators and Contract Managers, providing regular updates on activity progress.

MINIMUM REQUIREMENTS:

- An absolute, genuine dedication to working safely.
- Strong leadership, organizational, interpersonal, and communication skills.
- Valid Class 5 Driver's License, with clean drivers abstract and experience driving 4x4 trucks in off-road locations.
- Proficient with computers and software, especially Microsoft Word, Excel and Outlook (at least a basic level of proficiency).
- Ability to work productively independently as well as in a team setting.
- Knowledge of federal and provincial environmental legislation and industry practices.

PREFERRED QUALIFICATIONS

- Degree or Diploma in an environmental sciences or reclamation-related field
- Proficiency in GIS (ArcMap), Avenza Maps, and environmental data management.
- Experience with reclamation construction activities, contractor supervision, or similar fields.
- Experience with vegetation identification, tree planting and/ or invasive plant management.
- Familiarity with mining operations and safety culture.
- Valid Mine Supervisor Certificate and First Aid Certificate.
- Residence in the Elk Valley region is an asset.

BENEFITS

- Company-paid extended health and dental insurance.
- Employee and Family Assistance Program.
- RSP Matching.
- Professional development opportunities.

Please submit your application to HR@paragonsoil.com, including your resume and a cover letter that outlines why you would be a great fit for the Paragon team. Paragon Soil is an equal opportunity employer; we encourage applications from all qualified individuals regardless of race, gender, age, religion, or disability. We thank all applicants for their interest, however, only those selected for an interview will be contacted.