

# Environmental Coordinator - construction

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## *Job description*

The Environmental Coordinator provides coordination and administrative support for Environmental and Quality for an assigned construction project.

### **Key Accountabilities**

- Manage and coordinate environmental & quality tracking and reporting requirements as a member of the Project Site Team.
- The environmental requirements include but are not limited to the following:
  - Conduct environmental inspections on site. Maintain a log of monitoring and inspection events, which shall include photographic evidence to support the observations recorded.
  - Assist in any updates or revisions to project specific Environmental Management System (EMS) and environmental plans
  - Preparation of the Soil & Excavated Material Management Monthly Monitoring Report
  - Preparation of the Groundwater Management and Dewatering Monthly Report including:
    - Tracking discharge volumes to city sanitary from dewatering operations
    - Participate in the monthly Environmental Working Group (EWG) meetings on site.
    - Tracking of waste diversion for the project site - Prepare Monthly Compliance Monitoring Report.
    - Preparation of the Monthly Construction Noise and Vibration Monitoring Report.
    - Preparation of the Monthly Air Quality Monitoring Report
  - Assist in the preparation and tracking of the Sustainability Reporting Metrics Report.
  - Complete Spills Prevention and Response Occurrence Report for any discharge, spill or release of any hazardous substance on site.
  - The quality requirements include but is not limited to the following:
    - Assist in the coordination and participation of internal and external audits.
    - Preparation of the monthly Quality Management Report - Tracking of Non-Conformances on the project (if applicable)
    - Prepare as part of the monthly QMS Report, a Monthly Non-Conformance Report (if applicable)
    - Assist in the development and update of the Inspection and Test Plan (ITP) Two Week Look Ahead Schedule with the Site Supervisor (if required).

### **Education & Skill requirements:**

- Post Secondary Education in Environmental Science
- Prior Administrative Experience is an asset.
- Proficient with MS Office (Word, Excel)

- Prior experience with Quality Management would be an asset.
- Strong interpersonal skills - Good verbal and written communication skills
- Comfortable in a dynamic, fast paced environment with changing priorities and deadlines

**Working Conditions:**

- Site based position. Personal protective equipment (i.e. hard hat, safety boots) is required at all times on site.

To be eligible, ***must be authorized*** to work in Canada for any employer. Qualified candidates should submit their resume (through this we-site) as soon as possible.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. ***No telephone calls, please.***

Email your resume, to: [HRservices@metricgrp.ca](mailto:HRservices@metricgrp.ca)

*At Metric Group, it is our policy to provide equal employment opportunities to all qualified persons, without regard to race, creed, colour, religious belief, sex, age, nation of origin, ancestry, disability or veteran status. We are committed to delivering and improving accessibility in employment for all persons with disabilities. Accommodation is available, upon request, in the application and interview process and in the course of all other methods of employee selection and training.*

COVID-19 precaution(s):

- Remote interview process (within Canada)
- Personal protective equipment provided or required.
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

COVID-19 considerations:

Metric is COR certified and we take all preventive measures to ensure the health and safety of all its employees, visitors and those around them.