

JOB DESCRIPTION

Job Title:	Senior Wetland Ecologist/Project Manager
Reports To:	Principal/Operations Manager

Role

- The Senior Wetland Ecologist/Project Manager is responsible to contribute his/her expertise towards creation of project scope, review, editing and approval of reporting, successful and timely completion of project deliverables.

Authority

The Senior Wetland Ecologist /Project Manager has the authority to establish the best approach towards data collection, analyze data, and provide recommendations. Senior Ecologists have the responsibility to work within the parameters established for Professional Biologists and are encouraged to gain and maintain this standing.

Qualifications

- ♦ One of the following:
 - M.Sc. and 5 years of relevant experience
 - B.Sc. and 7 years of relevant experience
- ♦ Professional Biologist status with the Alberta Society of Professional Biologists or similar recognized professional association for a minimum of 5 years
- ♦ Working knowledge of environmental regulations and policy in Alberta, particularly as it pertains to the *Water Act* and the Alberta Wetland Policy and associated directives
- ♦ Proficient use of GIS software for desktop assessments, wetland delineation, and mapping
- ♦ Experience conducting projects involving wetland assessments, wetland crossing mitigation, rare plant surveys, weed surveys, environmental monitoring, biophysical baseline studies, soils classification, and water quality assessments
- ♦ Experience in managing multifaceted projects including personnel

Duties and Responsibilities

The Senior Wetland Ecologist /Project Manager is responsible for maintaining open and productive communication with fellow staff members. A Senior Wetland Ecologist /Project Manager's project focus' are to:

- ♦ Manage and implement projects related to vegetation inventories, wetlands, environmental assessments, and regulatory approvals.
- ♦ Provide technical advisory relating to plant identification, wetland assessments, and ecosite classification.
- ♦ Comply with all safety regulations and SOP's and educate field professionals of any hazards and hazard controls
- ♦ Remain current with environmental legislation and regulatory updates, provide updated information as it becomes available to staff
- ♦ Review completed reports for accuracy and formatting
- ♦ Sign off regulatory documents submitted under the Alberta Wetland Policy
- ♦ Communicate project scope to Principal/Operations Manager
- ♦ Collaborate on projects with Junior Biologists
- ♦ Prepare for field surveys with Field Technicians

Responsible to support the creation of a viable proposal for wetland /vegetation ecology, which may include:

- ♦ Liaise and foster relationships with industry colleagues and regulators
- ♦ Participation in public forums, presentations or meetings as required
- ♦ Collaboration towards creation of appropriate work steps in data collection and analysis
- ♦ Creation of a proposal addressing customer requirements identified in a Request for Proposal or similar document
- ♦ Review and input towards creation of a proposal

Responsible to manage the successful and timely completion of projects, encompassing the following activities:

- ♦ Management of project team's time towards meeting deliverables within the project's allotted time, budget and schedule
- ♦ Support of project team towards successful work completion including:
 - Direction, guidance, coaching, training and feedback
 - Collaboration and communication
 - Appropriate steps to monitor work completion and review of completed work
- ♦ Presentation of project progress at weekly project review meetings, including:
 - Progress to date
 - Needs and questions
 - Potential risks and issues
- ♦ Participation in meetings and/or presentations to the client, as appropriate
- ♦ A focus on the client's needs, with appropriate resolution, reporting or escalation of issues that may jeopardize project success.

Responsible to plan field surveys, which includes the following activities:

- ♦ Identify and design appropriate field surveys
 - Gain approval to conduct field work as necessary, such as special permits or permission from land owners
- ♦ Communicate survey needs to the project team
- ♦ Review Hazard Assessment Reports prepared by the Field Technician; escalate safety issues to the Principal/Operations Manager.

Responsible to lead and develop a project team, including the following:

- ♦ Encourage and support team members to tackle project tasks of increasing complexity
- ♦ Nurture team members' development through:
 - Sharing of expertise, guidance, training and support
 - Escalate issues as appropriate to minimize impact on productivity and the team

Responsible to formalize and enhance Aquality's product offerings which includes:

- ♦ Creating efficiencies in work completion through processes and supportive tools
- ♦ Suggesting ways to enhance Aquality's approach towards gaining better results for the client

Responsible to participate as an active team member, which may include:

- ♦ Completion of project tasks in support of other team members, as necessary, which may include:
 - Participating in field activities
 - Administrative support work
 - Writing and editing
 - Planning, preparing for and/or supporting collection of field samples
- ♦ Committing to personal and professional skill development towards increasing success

Knowledge, Skills & Abilities

- Environmental Biology/Ecology
- Environmental Regulation and Policy
- Codes of Practice under the *Water Act*
- Alberta Wetland Policy
- Critical Thinking
- Effective Communication
- Active Listening and Learning
- Technical Writing
- Complex Problem Solving
- Equipment Selection and Maintenance
- Maintaining Client Relations
- Physical Fitness

Working Conditions

The internal work environment is an open office environment with 80% of time sitting and 20% standing or moving. Field environment is variable, where working conditions encompass outdoor environmental factors including extreme hot or cold, carrying heavy loads through rough terrain, and working in and around water in rugged and/or remote territory.

Direct Reports

Junior Biologist
Administration
Field Technician
