



# Coordinator, Woodlands Operations

**POSTING DATE:** October 10, 2024

**CLOSING DATE:** November 7, 2024

**JOB NUMBER:** 2024-80

**HYBRID WORK:** Eligible

**POSITION TYPE:** Permanent

**LOCATION:** Athabasca, AB Area

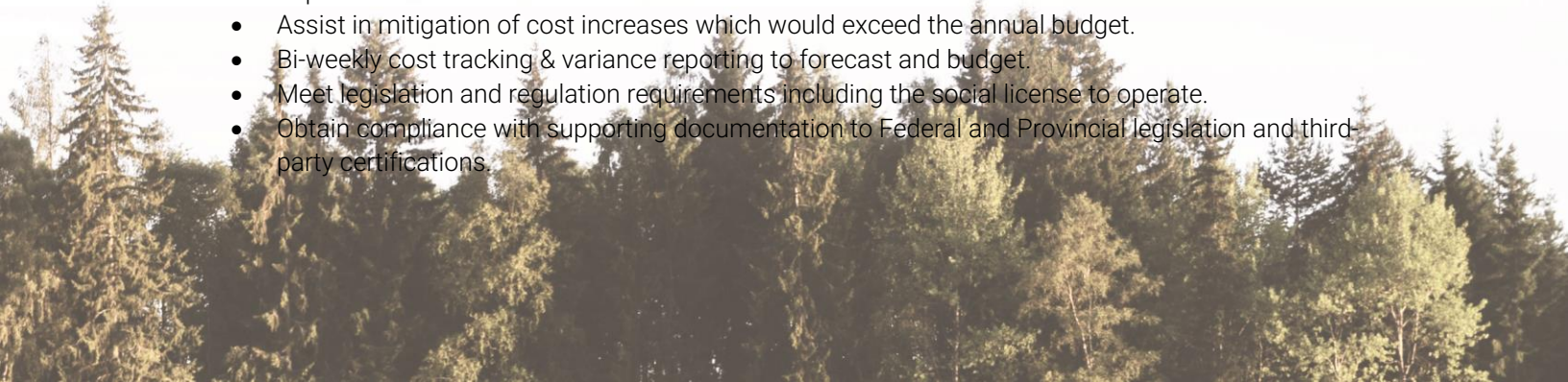
Alberta Pacific Forest Industries Inc. (Al-Pac) is seeking a **Coordinator, Woodlands Operations** to work out of our mill site near the **Athabasca, AB** area. The successful candidate is responsible for the safe, environmentally compliant, cost-effective harvesting, transportation and reclamation of up to 500,000 m<sup>3</sup> of timber extracted annually from Alberta's largest Crown operating license. The key performance indicators of this position are safety, environmental compliance, and cost-effective delivery of fiber while meeting production targets.

## Who Are We?

Al-Pac is the largest single-line kraft pulp producer in North America. Our mill is located near the communities of Athabasca, Boyle & Lac La Biche. We are leaders in our industry, from our quality products, mill operations and responsible forest management practices, to the way we grow and develop our team members and work with local communities. We are continuously exploring new and innovative ideas, while delivering premium products with a commitment to strong environmental stewardship and corporate social responsibility – a commitment that is demonstrated by our long-standing Forest Stewardship Council® (FSC®) certification\*.

## Role Responsibilities

- Promote good working knowledge of H&S requirements to ensure a safe work environment throughout operating areas.
- Coordinate the supervision of harvesting, road construction, reclamation, road maintenance activities and contract management within assigned area of responsibility.
- Manage costs in the annual budget equating to approximately \$7mm which includes woodlands direct and indirect costs.
- Effectively communicate crucial business decisions/changes to team members and other impacted business areas.
- Assist in mitigation of cost increases which would exceed the annual budget.
- Bi-weekly cost tracking & variance reporting to forecast and budget.
- Meet legislation and regulation requirements including the social license to operate.
- Obtain compliance with supporting documentation to Federal and Provincial legislation and third-party certifications.





- Ensure production targets are achieved to meet budgeted delivery and inventory requirements uphold the standards and criteria upon which relative value is measured for timber quality.
- Work with stakeholders both on and off the crown license to operate (this includes applicable government agencies, municipalities, Indigenous communities, imbedded quota holders, other business-related Forest companies, research institutions FP Innovations, Oil and Gas Industry, Forestry contractors and consultants).
- Conducts physical inventories, cycle counts, asset validations and reconciliation procedures to ensure accuracy of inventory.

### Role Requirements

- University Degree or Technical Diploma in Forestry.
- Active Registered Professional Forester (RPF), Forest Technician (RPFT), or eligible to become registered with the Alberta Association of Forest Management Professionals.
- Minimum of 5 years' progressively responsible experience in Forestry Operations.
- Experience working with stakeholders (First Nations and other communities, forestry, utilities, and energy companies, non-Government Organizations, and government agencies).
- Excellent written and verbal communication skills.
- Ability to influence and collaborate with stakeholders at all levels.
- Strong understanding of technical forest management, including operational planning, mechanized harvesting operations, transportation systems, silviculture requirements and related technological applications.
- Good knowledge of legislative requirements (Acts and Regulations, Alberta Timber Harvest Planning and Operating Ground Rules, Historical Resources Act, Transportation, Solicitor General, Forest Management in Alberta and the Alberta O.H &S Act).
- Familiar with Log haul truck weights by axle configuration and management systems (GPS technology/On Board Computers).
- Good working knowledge of computer programs (Microsoft Office, LIMS, LRM, GIS, SAP, with high proficiency with Microsoft Excel, Word and Power point).
- Efficient at collecting and interpreting data as it relates to woodlands operations and the ability to interpret this data to make sound business decisions.
- Ability to excel in high pressure environments.
- Self-motivated individual who works well in a team environment.
- Strong troubleshooting, analytical and multi-tasking skills.
- Ability to recognize potential risks to existing plans and proactively prepare for cost effective alternative solutions.
- Ability to adhere to the teams established values and norms.





**Other:**

- Ability to do physical tasks in all weather conditions.
- Ability to work in remote locations for extended periods of time.
- Ability to overnight in a camp facility for up to 3 days/week at peak operating times.
- Clean driving abstract and ability to drive in all-weather conditions.

**What we offer:**

- A competitive annual salary including a company-paid pension at 7% and matching RRSP up to 3%.
- Company-paid dental and extended health benefits, including a health care and taxable spending account and supplemental life insurance.
- A compressed work schedule (Monday-Thursday, 7:00 a.m. to 5:00 p.m.).
- Four week's annual vacation to start, increasing with years of service.
- Relocation Assistance Program, depending on eligibility.
- A team-based culture that encourages work-life balance.

Resumes can be forwarded in confidence to [careers@alpac.ca](mailto:careers@alpac.ca).

**Legal Statement**

*Al-Pac is an equal opportunity employer and encourages applications from all qualified individuals. We wish to express our thanks to all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.*

\*FSC-C021640

