

Reclamation Coordinator – Reclamation & Forestry Division

As Reclamation Coordinator, you will help the Reclamation Department complete all projects safely, on time and on budget. In your role, you will oversee all Field Assistants and Seasonal Staff, embodying Tree Time Services Inc.'s (TTSI) core values in your daily work to set an example for your team. You will have the opportunity to work with a wide range of clients from local Albertan businesses to some of the largest international companies in the world.

PRIMARY RESPONSIBILITIES

- Executing field projects safely and efficiently
- Coordinating with seasonal staff members
- Running the daily logistics of field projects
- Tracking project budgets to ensure they remain within budget
- Accurate day-to-day reporting
- Project planning and client Outreach
- Living and promoting TTSI's safety culture
- Assisting other departments, as required

SKILLSET

- Crew supervision and direction
- Safe vehicle operation, including 4x4 trucks and OHVs
- Proficiency training, mentoring and supervising new workers
- Ability to build supervision capacity from within the ranks
- Computer competency, including office productivity, GPS and GIS
- Talent for creating a sense of ease, comfort and confidence with TTSI clients

PERSONAL ATTRIBUTES

- Prioritize and achieve multiple objectives
- Stay calm under pressure and remain effective while on a job
- Be willing to work longer hours and remain diligent for reporting activities
- Maintain attention to detail
- Demonstrate excellent written and communication skills, including proposal writing
- Work well both independently and when leading a team
- Practice exceptional organizational skills, including detailed feedback to your manager, clients, and team

EXPERIENCE & QUALIFICATIONS

- Experience managing projects with minimal supervision
- Proven ability to find sites with only a legal location within Western Canada
- Motivation to always exceed client expectations
- Competence in organizing large crews and executing complicated projects
- Proficiency in technical writing, reporting and preparing bids.
- Knowledge of helicopter logistics and load management, and high level of comfort around these rotorcrafts
- Valid copy of the following certificates:
- Class 5 Driver's License and have off-road driving experience.
- First Aid.
- ATV and ARGO certificates and have field experience using both machines independently.
- H2S Alive Transportation of Dangerous Goods (TDG)
- Common Safety Orientation (CSO)
- Must successfully pass Alcohol and Drug test, as required throughout the season
- Must be a member in good standing or have the ability to become one with any of the following:
 - Alberta Institute of Agrologists
 - Alberta Society of Professional Biologists
 - Association of Alberta Forest Management Professionals

COMPANY BIO

Tree Time Services Inc (TTSI) is composed of a team of environmental professionals who are passionate about helping our industry, government and community clients revegetate disturbed areas. As industry experts and stewards of Alberta's natural heritage, our clients rely on us to navigate and advise on reclamation projects of all sizes and degrees of complexity. We work with a variety of industries including Forestry, Oil and Gas, Coal and Aggregate mines, Urban and Rural Municipalities, Education and Recreation organizations, non-profit and utility companies, as partners to provide technical support and specialty consulting from project start to end. At TTSI, our purpose is to steward and shape the landscape for our collective future.

COMPANY CORE VALUES

- We take care of each other.
- We focus on getting the work done and do it right.
- We have passion for our work and landscape.
- We stay true to our roots.
- We are adaptable and down to earth.

Tree Time Services Inc. is looking for great people who align with our company's core values and dedication to Alberta's collective future. If you're interested in joining our team, please submit your cover letter and resume through <https://treetime.bamboohr.com/jobs/view.php?id=29>