



## Employment Opportunity

May 16, 2019

### Field Operations Assistant Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified service provider for a new part-time contract opportunity for a Field Operations Assistant. The primary responsibilities of this position include assisting in the delivery of key components of PRAMP's regional air monitoring program.

Contract Terms: Up to 25 hours each month for July 1, 2019 to March 31, 2020 at an hourly rate of \$35 - \$45 per hour, depending on qualifications and experience. Hours may vary significantly from one month to another. The contractor will be expected to provide their own office space (with ability to receive parcels), office equipment and cell phone, and will require access to a four-wheel drive vehicle. Mileage will be paid at a rate of \$0.65 per kilometer with a base of operations within 50km of Peace River, Alberta. The contractor will report to the PRAMP Technical Program Manager.

#### KEY RESPONSIBILITIES

1. Coordinate, maintain and support:
  - PRAMP's 12 station **passive** air monitoring network including monthly sampler exchange, sample shipment to laboratory, chain of custody documentation (see attachment A for passive station locations).
    - Stewardship of PRAMP's passive sample handling protocol (currently in development, see attachment D for example)
  - PRAMP **canister** sampling program at 986, 842, and Reno stations including coordination of canister supply and storage, canister exchange as needed, sample shipment to laboratory, chain of custody documentation.
    - Network-wide, 0 – 8 canisters are sampled each month with most collected at the Reno air monitoring station (see attachment B for location of 986, 842, and Reno Stations).
    - Stewardship of PRAMP's canister sampling protocol (see attachment C)
  - PRAMP's **continuous** air monitoring program at 986, 842, Reno, PRC, and AQHI stations including 'eyes on the ground' for remote troubleshooting, basic equipment assistance including resets and power-cycling (with remote guidance), gas bottle exchange, and other duties as required.
2. Plan, schedule and facilitate:
  - Sampling equipment supply logistics.
  - Efficient delivery of sampler exchange responsibilities.
3. General:
  - Participate in PRAMP Technical Working Group meetings and other events as requested



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- Collaborate with PRAMP contractors to assist in the delivery of the canister, passive, and continuous monitoring programs as required.
- Adhere to all PRAMP policies and procedures
- Able to provide proof of insurance and training: Workers Compensation, Liability Insurance, Automobile Insurance, H<sub>2</sub>S Alive, WHMIS.

### QUALIFICATIONS

- Dynamic interpersonal skills, strong communication skills.
- Strong organizational skills, along with flexibility and ability to work within short turn-around timeframes
- Flexibility in work schedule; weekend or evening work may be required depending on routine and random sample dates.
- Access to a reliable four-wheel-drive vehicle and able to travel throughout the Peace River, Three Creeks, Reno, and Red Earth Creek areas.
- Adept at handling confidential and sensitive information and providing accurate documentation in a prescribed format.

### EDUCATION AND EXPERIENCE

- Preferably post-secondary education in environmental studies/sciences, instrumentation, technologist, or a related field, or the equivalent in work experience
- Experience working alone with minimal supervision.

For more information about PRAMP, visit [www.prampairshed.ca](http://www.prampairshed.ca) or call Michael Bisaga, Technical Program Manager, at 780-625-2900.

To apply, please submit your resume and cover letter by June 10, 2019 at 4:00pm MST via email to [pramptech@prampairshed.ca](mailto:pramptech@prampairshed.ca).

We thank all those who apply, however, only those invited for an interview will be contacted.