



Employment Opportunity

May 2023

Field Operations Assistant Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified service provider for a 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 May 22, 2023 to March 31, 2024 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 \$0.68 per kilometer with a base of operations within 50km of Peace River, Alberta. The contractor will report to the PRAMP Technical Program Managers.

KEY RESPONSIBILITIES

1. Coordinate, maintain and support for:
 - Managing logistics for PRAMP's 12 station **passive** air monitoring network including receiving and shipping monthly sample media to and from the laboratory and managing passive sample media delivery to and from CNRL's Peace River Complex.
 - Environment Canada's **PAC** sampling program (PRAMP-coordinated) at the 986 station including sample exchange, sample shipment to laboratory, and chain of custody documentation.
 - 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, and chain of custody documentation.
 - Network-wide, 0 – 8 canisters are sampled each month
 - Follow PRAMP's canister sampling protocol
 - 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.
 - PRAMP's **micro-sensor** network (Purple Air devices) at the Grimshaw AQHI station, Nampa, 986 station, 842 station, Peace River, and other locations as required including sensor installation, program setup, and routine maintenance. Smart phone required for sensor set-up and maintenance.
 - PRAMP's **AQHI lantern** program at the Grimshaw Library, Peace River hospital, Northern Sunrise County office and others as required including setting up smart lightbulb program and lantern installations. Smart phone required for lantern set-up and maintenance.
2. Plan, schedule and facilitate:
 - Sampling equipment supply logistics.
 - Efficient delivery of sampler exchange responsibilities.



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3. General:

- Participate in PRAMP Technical Working Group meetings and other events as requested.
- Collaborate with PRAMP contractors to assist in the delivery of the canister, passive, and continuous monitoring programs as required.
- Adhere to all PRAMP and site-specific policies and procedures as well as all health and safety protocols or other public health requirements.
- Able to provide proof of insurance and training: Workers Compensation, Liability Insurance, Automobile Insurance, H₂S 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 Grimshaw areas.
- Knowledge of MS Excel functions including populating forms, using formulae, and other basic operations as required.
- Adept at handling confidential and sensitive information and providing accurate documentation in a prescribed format.
- Access to a smartphone. Proficient at downloading and independently setting up smart phone applications for work-related tasks.

EDUCATION AND EXPERIENCE

- High school graduate or equivalent. Some post-secondary preferred.
- Experience in environmental studies/sciences, instrumentation, technologist, or a related field considered an asset but not required.
- Experience working alone with minimal supervision.

For more information about PRAMP, visit www.prampairshed.ca or call Michael Bisaga, Technical Program Manager, at 780-625-2900.

To apply, please submit your resume and cover letter via email to pramptech@prampairshed.ca.

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